



Job Title: Training Manager	Position Classification: Exempt
Reports to: Director of Training/Consulting	Weekly Hours: 40
Department: Training	Prepared by: Rachel Robinson
Date: December 1, 2022	Percent of Time Traveling: Up to 75%

Position Description: The Training Manager will be responsible for supporting all aspects of Signature's Training Services, including conducting challenge course trainings everywhere and managing logistical needs of the department.

Duties and Responsibilities: The ideal candidate will be enthusiastic about and ready to...

Enhance our Training Services

- Deliver quality trainings and certification testing for all tracts and levels for Signature clients.
- Ensure seasonal trainers have needed training resources and on-call support.
- Manage the maintenance, inspection, inventory, and documentation of training equipment.
- Coordinate the processing, printing, and distribution of Training Manuals.
- Interface with clients to clarify needs, provide follow-up care, or provide other customer support.

Advance our Training Services

- Create content for newsletters and social media to keep our clients informed.
- Market existing Training and Consultation services to new clients.
- Identify underserved regions and develop a Signature presence in these areas.
- Attend networking events as a representative of Signature.

Expand our Department's Services

- Work as a team with the Professional Services Manager to create new services.
- Research and develop online solutions to update current services and support new services.

Minimum Required Qualifications

- Professional portfolio hours meet or exceeds the ACCT QCP guidelines for Level 1 trainer/tester.
- Extensive Challenge Course experience in a wide range of skills, elements, and operating systems.
- First Aid/CPR Certification or willingness to obtain prior to employment.
- Level 2 Challenge Course Certification from an ACCT PVM, or willingness to obtain immediately.

Qualifications That Will Give You an Edge

- Professional portfolio hours meet the ACCT QCP guidelines for Level 2 or CM trainer/tester.
- Degree in a relevant field such as Education, Business, or Recreation.
- Experience in a teaching/training role.
- Experience in a Course Manager role.
- Located in or willing to relocate to the US Southeast region.

Salary: \$38,000-\$44,000 based on qualifications.

Timeline: Interviews to begin in January; Start date expected for mid to late February.

To Apply: Send Resume and Professional Portfolio to Rachel Robinson, Director of Training, at rachel@signatureresearch.com.