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**Job Description**

**Position Title:** Training Specialist

**Classification:** Exempt

**Reports To:** Volunteer Support Manager

**Job Summary/Purpose**

The Training Specialist designs, develops, and delivers adult learning and enrichment opportunities and events to ensure the overall experience, training, and support needs of the council volunteers and staff are consistently met. This position serves as a subject matter expert in all related training topics, including DEI, Girl Scout Leadership Experience (GSLE), and other required training.

**Accountabilities**

* Develop, schedule, and implement a year-round learning program to meet the needs of all volunteers, utilizing appropriate instructional methods (in-person group instruction, virtual instruction, and self-study).
* Manage comprehensive training and development resources to ensure volunteers have the most up-to-date tools and information required to accomplish the assignments of their position.
* Work collaboratively and cooperatively with other department staff members to design and carry out training curriculum, as needed.
* Evaluate and implement development programs for staff and volunteers which align with the council strategic plan.
* Identify new training opportunities for council trainers and update curricula.
* Provide recommendations for cost effective development utilizing both internal and external resources, as appropriate.
* Schedule, plan, and lead training, utilizing support from volunteer trainers when available.
* Work directly with new troop leaders as they navigate their first year as a Girl Scout volunteer, including new troop leader trainings, meetings, and focus groups.
* Manage scheduling and tracking processes for all training activity.
* Support staff with learning management software and presentation technology.
* Manage large-scale volunteer training events such as Leadership Summit, Annual Training Conference, and Outdoor Conference.
* Supervise the activities and training sessions of the council’s CPR/First Aid facilitators.
* Recruit, train, and manage a group of volunteer trainers across the council.
* Maintain awareness of current adult learning and development programs and special projects at regional offices and locations across the council as assigned.
* Ensure all training notifications are delivered in a timely manner.
* Perform other duties as may be required. Job duties may be subject to change pursuant to the activities of the department and the organization as a whole.

**Qualifications**

* Bachelor’s degree or equivalent combination of experience in education, training, instructional design, program development, or related field.
* Minimum 2-3 years’ experience in adult training, learning, development, or a related field.
* Strong leadership skills with the ability to lead, motivate, and train staff and volunteers.
* Ability to take initiative, self-manage, and work independently with minimal oversight.
* Ability to effectively manage multiple projects with conflicting priorities while meeting deadlines is essential.
* Exceptional written, oral, and interpersonal communication skills with the ability to speak clearly in multiple settings, including in-person, virtual, and recorded audio.
* Sound decision-making ability and creative problem-solving ability.
* Technical computer skills in Microsoft Office including Word, Excel, Outlook, customer relationship management systems (Salesforce experience preferred), Zoom, and Adobe Captivate or similar digital learning platform.
* Experience with developing virtual and self-paced training preferred.
* Ability to work as a full-time, exempt staff member, which includes evenings and weekends.
* Occasional travel throughout Utah is required. Must have reliable vehicle for transportation, current driver’s license, and automobile insurance.
* Able to sit at a workstation and view a computer screen for up to 2 hours at a time.
* Ability to become a certified CPR/First Aid Instructor (paid for by council).
* English Preferred. Bilingual English/Spanish a plus.
* A commitment and passion for the Girl Scout mission and an ability to effectively promote and communicate the Mission and Vison of Girl Scouts to internal and external stakeholders.
* Support of the future direction of Girl Scouts of USA and the need to engage a wider range of next-generation girls.

# PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit and occasionally lift and/or move up to 40 pounds. The employee is occasionally required to stoop, kneel, crouch or crawl. Have visual/auditory ability to respond to environmental and other hazards related to summer camp activities.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those usually encountered while performing the essential functions of this position. Reasonable accommodations may be made to enable those individuals with disabilities to perform the essential functions.