



Training Manager

DESCRIPTION

Reporting to the Director of Human Resources, the Training Manager is responsible for tracking training, follow-up with individuals to ensure that the training is completed, oversee the learning management software, and optimize training processes for efficiency. They will communicate with the Director of Human Resources and Vice President of Operations to ensure strategic alignment of the training with Trek for Teens' mission. Through this position, the candidate will truly be able to help the greater community while gaining knowledge about youth homelessness and skills in management, leadership, and volunteer organization.

RESPONSIBILITIES

- Tracking volunteer training, progress and success
- Ensure that training is completed in a timely manner
- Oversee volunteer attendance and performance
- Follow-up with volunteers to ensure that the training is completed
- Oversee the learning management software
- Working alongside regional and departmental directors to create and modify course materials and training manuals to meet specific training needs

QUALIFICATIONS

- Being technologically savvy is essential
- Knowledge of learning and development practices
- Experience with learning management systems is preferred
- Ability to lead an entire training cycle
- Strong written and communication skills and work ethic
- Outstanding managerial, time management and leadership skills

COMMITMENT

We expect a minimum commitment to this position for 1 year. However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.

APPLY NOW

Send your **resume** and **cover letter** to our Director of Human Resources.

SUBJECT LINE

Application: {{Position Title}} - Firstname Lastname

EMAIL hr@trekforteens.com