

# Career Opportunity Trainer

**SALARY:** \$19.55 - \$27.50 Hourly

**CLOSES:** 3/26/2013

**JOB TYPE:** Classified/Grant-Funded/Full-Time

**POSITION OVERVIEW:** The purpose of this position is to provide career development and job skills training to job seekers and program participants, and to respond to internal staff training and business customer needs including designing, developing curricula, presenting materials, promoting and publicizing training classes and workshops, and related training functions.

**POSITION QUALIFICATIONS:** Bachelor's Degree in Education, Social Work, Psychology, Business or related field and three years of professional level experience as a trainer or facilitator in a classroom setting, which includes the development of curriculum and/or lesson plan. Professional level experience as a trainer or facilitator, which includes the development of curriculum and/or lesson plan may be substituted for education on a year-for-year basis. **Knowledge, Skills, and Abilities:** Knowledge of computer software to include Microsoft Office. Knowledge of group dynamics, human behavior and adult learning styles is required. Must have exceptional oral and written communication skills. Ability to successfully manage multiple priorities. Skilled in developing curricula, writing lesson plans, operating as a team player and exceptional organizational ability are required. Ability to conduct research and analyze information. Ability to interact with small and large groups in diverse environment. **Preferred:** Must complete background check and fingerprint identification upon hire to successfully secure DPS Fingerprint Clearance Card.

**ESSENTIAL JOB TASKS:** Conduct instruction of training classes and workshops, including career counseling theory, career development models, and job seeking skills. Design and develop curricula; prepare training materials; set and coordinate schedules; maintain records; write reports; and evaluate workshops and training sessions. Support Division objectives by staffing the computer lab and career center; participate in center activities; and other duties as assigned. Conduct outreach and recruitment by promoting and publicizing training classes and workshops. Facilitation/instruction of training classes and workshops on a wide variety of topics requested and required by department. Research new curricula and incorporate into service delivery. Identify customer's needs and align training facilitation to meet those needs. Research best practices and existing curricula in order to design the best product possible. Continue to engage in training processes to enhance the adult learner's experience in each classroom, moving through various adult learning models and modalities to best maintain attention and engagement of the target audience. Design and develop curricula; prepare training materials; set and coordinate schedules; maintain records; write reports; and evaluate workshops and training sessions. Provide corporate level facilitation/instruction of training classes and workshops on a wide variety of topics as requested by business customer. Research best practices and existing curricula in order to design the best corporate level product. Research new curricula and incorporate into service delivery. Identify business customer's needs and align training facilitation to meet those needs. Continue to engage in training processes to enhance the adult learner's experience in each classroom, moving through various adult learning models.

Complete Posting and Applications may **ONLY** be found online at: <http://www.maricopa.gov/jobs>



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