



IMPACT Community Action Job Description

Title: Program Instructor – Workforce Development

Job Summary: Plans, organizes, delivers, and evaluates training programs to accomplish specific learning objectives that result in participants obtaining knowledge, skills and attitudes required to enhance their self sufficiency.

Reports to: Program Manager

Job Duties: *Job Duties listed represent the major responsibilities for the job. Each specific position within a job title may require more specific duties, processes, skills, or assignments. Other duties are assigned on an as needed basis and may require additional skills and competencies.*

- Develops and prepares training plans to include lesson plans to achieve training objectives, strategies, aides and methods to support the training content.
- Schedules training room, equipment materials required to support training plan.
- Develops and implements programs and presentations that are effective in helping clients understand training tools and techniques for obtaining employment.
- Monitors and assess participant's verbal and non-verbal behavioral cues on participants' interests and experiences.
- Projects a professional and positive attitude when addressing conflicts and problems with constructive criticism.
- Utilizes learning materials, role-plays, lectures, simulations, and videos to convey information.
- Evaluates the training based on the accomplishment of the training objectives, pre and post test, and feedback from participants; proposes adjusting training content as needed.
- Prepares post training reports based on the evaluation to address changes training outcomes and recommends changes to the training content, strategies, physical setting, evaluation and transfer or training.
- Maintains training schedule and participant files.
- Provides supervisor with a weekly task schedule.
- Participates in the development of programs and curricula to meet agency and department goals and objectives.
- Stays abreast of best practices training programs, methods, equipment that can be used to improve training outcomes.

Working Conditions and Physical Requirements:

Standard office environment. Requires ability to sit, move about and operate telephone and personal computer for extended periods of time. Occasional travel.

Competencies and Knowledge, Skills, and Abilities:

- Integrity and Trust
- Action Oriented
- Drive for Results
- Interpersonal Savvy
- Decision Quality
- Problem Solving
- Process Management
- Customer Services
- Innovation
- Verbal, Written, and Presentation Communication Skills
- Technical Skills (e.g., PC applications)
- Functional Knowledge and Skills – examples:
 - knowledge of curriculum and training design
 - knowledge of adult learning theory, technique, and evaluation
 - knowledge of human behavior, motivation, and personality
 - ability to evaluate and analyze needs of low-income population

Minimum Education and Qualifications:

BA/BS degree in education, human services, or related field or equivalent knowledge/experience.

Three years of teaching or training experience.

Must possess a valid Ohio Driver's license and/or reliable transportation. Must comply with agency's insurance carrier standards and policy.

Preferred: Experience in developing and delivering training curricula for adults. Experience in serving low-income populations.

Equal Opportunity Statement:

IMPACT Community Action recognizes that a diverse workforce enhances the organization in many ways. We are committed to providing equal employment opportunities that foster diversity and meaningful experiences.

Revised: December 2018