

**Position:** Training Coordinator  
**Starting Salary:** \$55,000 - \$75,000 per year  
**Work hours:** Minimum of 40-hour work week, generally between the hours of 8:00 am and 5:00 pm, Monday through Friday

**Position Description:**

Oversee all educational and professional development efforts for the Virginia Section of the American Water Works Association (VA AWWA) by preparing, facilitating, monitoring, evaluating and documenting all VA AWWA training activities

**Duties:**

Individual will serve as Training Coordinator for VA AWWA. In general, the position will coordinate the training and education efforts of the Section in support of the VA AWWA Board of Trustees (Board) and keeping with the members' needs.

The following are examples of duties performed:

- Assess training needs of VA AWWA members
- Evaluate existing training to develop a gap analysis of outstanding training areas
- Design and/or develop training programs to meet specific training needs (Outsourced and/or in-house)
- Conduct training based on knowledge and skillset
- Develop partnerships or assist other organizations to provide training
- Manage all contractual trainers
- React to "hot topic" subjects by developing and delivering (if needed) training with a short turnaround time
- Monitor the water industry to anticipate future training needs/topics
- Manage the non-committee training budget

**Administration of all Non-Committee Training**

Examples of non-committee training (list is not all inclusive):

- EPA Grant training
- USDA Training
- Cross Connection Control Training
- Drinking Water Fluoridation Training
- Water Operator Exam Prep Training
- Any new training efforts developed by VA AWWA or through a partnership with outside organization

#### Duties of Non-Committee Training

- Negotiate/Review all contractual items for training (i.e. Memorandum of Understanding, Training Proposals, Trainer Contracts, Facility Contracts, Banquet Event Orders)
- Locate and organize qualified trainer(s) to teach all training content. Trainer(s) may include volunteers, contractors, or Training Coordinator
- Locate and organize facility needs
- Apply for appropriate credit approval (pre-licensure or continuing education)
- Organize and coordinate all necessary schedules (Trainer(s), facility, Training Coordinator, and VA AWWA Master calendar)
- Development of online registration site
- Assist in the development of marketing materials
- Promotion of all non-committee training events to ensure the minimum attendance requirement is met. Promotional channels to include:
  - Section website
  - Section publications (magazine and e-newsletter)
  - Section membership emails
  - Section social media
  - Paper mailings (if requested/needed)
- Organize all catering, food, and beverage (in advance and on-site)
- Order educational aids and material for training events
- Create all registration materials to include name badges, sign-in sheets, agendas, course evaluation forms, pre- and post-tests (if applicable) and documentation requirements dictated via MOUs and partnership agreements
- Provide on-site logistic set-up and support
- Provide on-site support to the trainer(s)
- Process education credits and provide attendees with the necessary documentation
- Complete all necessary documentation after completion of the training per MOUs and partnership agreements
- Submit all financial records and documentation for training reimbursement (if applicable)

#### Assistance for Committee Training

Examples of committee training (list is not all inclusive):

- Customer Service Certificate Program
- Customer Service Workshop
- Distribution System Seminar and Utility Rodeo
- Drinking Water Quality and Research Seminar
- Education Webinar(s)
- Plant Operations Conference
- Safety and Security Seminar(s)

#### Duties of Committee Training

- Assist committee with training program development
- Assist committee with the location of trainer(s) if needed
- Development of online registration site
- Assist in the development of marketing materials
- Assist committee with the promotion of training events
- Provide weekly registration report to committees for events
- Assist committee with facility/location support (i.e. reviewing facility contracts, banquet event orders, etc.)
- Create all registration materials to include name badges, sign-in sheets, agendas, course evaluation forms, etc.
- Assist the committee with on-site logistic set-up and support
- Process CPE credits and provide attendees with the necessary documentation
- Maintain updated database and training records for members
- Order educational aids and material for training events

#### WaterJAM Conference

- Serve on the Technical Program sub-committee
- Assist with the creation of CPE submittal forms
- Review abstracts (if subject matter expert)
- Assist with session scanning during the conference
- Assist with collection and processing of conference proceedings
- Assist with the creation of the final transcript review and processing/dissemination

#### Education and Experience

Minimum of high school or GED plus five (5) years' experience with instruction, training and/or educational development field (or equivalent combination of education and experience) providing the knowledge, skills, and abilities listed below:

##### Experience

- Hands-on experience coordinating multiple training events in a corporate setting
- Experience with various training methods, both face-to-face, and e-learning
- Experience in completing a full training cycle (assess needs, plan, develop, coordinate, monitor, and evaluate)

##### Knowledge

- Knowledge of adult instructional and learning theory and principles
- Knowledge of training methodologies
- General knowledge of the AWWA and VA AWWA organizational structure
- General knowledge of the water industry

## Skill

- Strong skills in effective oral and written communication
- Strong organizational skills and attention to detail
- Skill in planning and organizing training events
- Skill in presentations and training facilitation
- Skill in conducting training presentations/programs
- Skill in problem analysis and problem-solving
- Skill in operating computer, scanner, and related office equipment
- Skill in the proficient use of Microsoft Office (Word, Excel, PowerPoint), and related computer software packages necessary to perform the job
- Skill in the proficient use of Adobe products (Acrobat, Photoshop, In Design), and related graphic design software packages preferred but not required

## Ability

- Ability to understand and follow complex oral and written communication
- Ability to work in an unsupervised environment and make independent decisions by following established rules and regulations
- Ability to speak comfortably in front of a group
- Ability to maintain effective working relationships with other paid staff, Section and Association members, and the general public
- Ability to work well under pressure
- Ability to prepare statistical, financial, administrative, and other reports
- Ability to prepare computer-generated reports
- Ability to update information on the Section website
- Ability to attend out of town meetings, conferences, and related business on behalf of VA AWWA. Overnight travel will be required
- Ability to set/meet short and routine deadlines
- Ability to conduct oneself in a professional manner
- Ability to learn computer software packages necessary to update the web site, conduct training/conference registrations, and process CPE credits

## Other

- Opportunity to work from home or small office setting
- Valid driver's license
- Adequate transportation necessary to conduct the day-to-day activities of the position, including travel around the state to administer training. Note: A significant number of working hours will be spent traveling to different locations in the state for the purpose of facilitating training sessions.