Job Vacancy Announcement

GA Public Safety Training Center
1000 Indian Springs Drive
Forsyth, Georgia  31029

Job Title:  Training Coordinator  
Location: Instructional Services Division
Salary: $3,006.39 / Month
Announcement Number:  16-0426
Application Period Opens:  04/18/2016
Application Deadline:  05/13/2016

* Position is funded through a grant and will remain in place only as long as funding is available. Anticipated grant end date is 09/30/2017.

Duties & Responsibilities: Under limited supervision, participates in the research and design of statewide training programs. Provides training and evaluation or directs the provision of training and evaluation for public safety personnel, including training on advanced and specialized topics. Serves as Coordinator managing the Sexual Assault Response Training Initiative. Works closely with subject matter experts and curriculum developers in developing online training and expanding existing classroom-based training related to sexual assault response for public safety responders, prosecutors and other key stakeholders. Coordinates and supports statewide activities including curriculum planning meetings, communication with key stakeholders, and management of project and reporting activities to ensure training goals are met.

Required Knowledge, Skills, and Abilities:
• Demonstrated ability to prioritize and handle multiple tasks.
• Ability to successfully delegate tasks and influence others to perform work appropriately.
• Must be detail oriented and possess problem-solving abilities.
• Must have excellent writing, research and computer skills.
• Ability to teach, lecture & conduct practical exercises in a safe, clear, concise & easily understandable manner.
• Must be able to perform research using a variety of mediums and develop lesson plans & reference material.
• Must possess strong interpersonal communication skills.
• Demonstrated commitment to professional growth and development.

Minimum Training & Experience: A minimum of four (4) years’ work experience in law enforcement, corrections, firefighting, EMS, emergency communications (911) or emergency management, of which three years involved providing diversified training development and delivery applicable to the area of assignment as an adjunct instructor and/or departmental training officer.

Preferred Qualifications: Preference may be given to those applicants who, in addition to meeting the minimum training & experience requirements, possess one or more of the following:
• Experience dealing with sexual assault or domestic violence response, investigation or prosecution.
• Possession of Georgia POST General Instructor and/or POST Specialized certifications.
• Possession of a baccalaureate degree, or currently matriculating to that end, from an institution of higher learning accredited by an agency recognized by the U.S. Department of Education.

Other Remarks: Selected candidate subject to criminal records background and drug screening clearance.

To Apply: Submit a completed application to Human Resources - GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia  31029, no later than 5:00 p.m. of the deadline date.

Link to job application: http://www.gpstc.org/about-gpstc/welcome-to-gpstc/employment-at-gpstc

All qualified applicants will be considered but may not necessarily receive an interview. Initial screening is by application review only. Only those applicants selected for interview will be contacted for interview appointment. Additional job information on above position may be obtained by contacting GPSTC Human Resources at employment@gpstc.org or 478-993-4411. If you have a disability & need assistance/accommodation to participate, please notify GPSTC Human Resources.

GPSTC is an Equal Opportunity Employer.