

## JOB DESCRIPTION

**JOB TITLE:** Trainer

**CATEGORY OF EMPLOYMENT/STATUS:** Professional/ Full Time

**CATEGORY OF EMPLOYMENT/CLASSIFICATION:** Non Exempt

**DEPARTMENT:** Human Resources

**JOB SUMMARY:** Under the supervision of Director of Human Resources, oversee agency wide staff training needs. Tasks include but are not limited to: conducting mandatory staff trainings, designing and revising curricula, staying current on training needs of agency staff, working closely with individual served, staff and outside agency professionals to ensure relevant need-driven training classes. Work with Director of Human Resources to develop Professional development opportunities for all levels of Agency employees.

**LOCATION:** As per the need of the service; generally work is performed at the main office as well as at The Arc program site including Camp Jotoni. **\*\* Evening & Weekend Hours May Be Required \*\***

**EDUCATION:** BA/BS degree in Special Education, Psychology, Social Work or related field required. MA/MS degree in related field is preferred.

**EXPERIENCE/TRAINING:** Visit: <https://www.thearcofsomerset.org/careers/> for details

**EQUIPMENT:** Instructional material, laptop computers, earphones, projectors whiteboard, curriculum assessment and evaluation tools and tests.

**SALARY:** As per Agency salary guide.

**BENEFITS:**

- Medical, Dental, Prescription and Vision Insurance for **employee and family**
- Life and AD&D Insurance(**Employer Paid**)
- Long term Disability (**Employer Paid**)
- 401k ( **Both Full and part time employee**)
- Short term Disability
- FSA
- Tuition reimbursement program
- Paid Trainings
- Generous Paid Vacation and Holiday

Send your resume to [jobs@thearcofsomerset.org](mailto:jobs@thearcofsomerset.org) In-house applicants should direct letter of intent or resume to [monimalai@thearcofsomerset.org](mailto:monimalai@thearcofsomerset.org)

**EQUAL OPPORTUNITY EMPLOYER**

**DISCLAIMER CLAUSE:** This job description and specifications are not intended and should not be construed to be an exhaustive list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the Trainer position within this Agency's operation.

Revised: 01/02, 12/03, 09/09, 05/10, 3/11, 11/18, 5/2020