Imperial Valley Regional Occupational Program
687 State Street • El Centro, California 92243
(760) 482-2600 • Fax (760) 482-2750
website: www.ivrop.org

Edwin P. Obergfell
Superintendent

ANNOUNCEMENT OF POSITION VACANCY

July 15, 2020

TO:	Candidates and Placement Agencies
VACANCY:	**Trainer / Facilitator (Truck Driving Instructor)** 2 Part-time position(s) **Position contingent upon funding**
LOCATION OF JOB:	Imperial County, CA
APPLY AT:	Imperial Valley Regional Occupational Program 687 State Street, El Centro, CA 92243 Office (760) 482-2600 or www.edjoin.org
DEADLINE FOR FILING:	June 30, 2021, 5:00 pm, or until filled
SALARY:	$27.95 per hour
IMMEDIATE SUPERVISOR:	Adrian Gonzales, Program Manager
INTERESTED QUALIFIED APPLICANTS SUBMIT:	1) Completed Classified Application Form 2) Resume of Education and Work Experience 3) Cover Letter

NOTE: ***Only original applications will be accepted. No faxed copies or postmarks will be accepted. Application must be submitted directly to IVROP Administrative Office (Please place your original application in the IVROP mailbox) or at www.edjoin.org.***

IVROP recommends a National Career Certificate for all applicants.

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

Imperial Valley Regional Occupational Program

JOB DESCRIPTION

Job Title: **Trainer / Facilitator**

Position Scope:

Under the direction of the assigned supervisor, the Trainer/Facilitator will develop and deliver comprehensive training and workshop activities that engage participants, meets their learning objectives and contributes to the program's overall performance targets. The Trainer/Facilitator will regularly review their training and workshop practice to maximize participation, satisfaction and success.

Essential Duties:

1. Instruct participants in assigned subject area using various learning methods and hands-on activities to prepare the participants for the real world of work.
2. Create, develop and implement curriculum.
3. Deliver training according to content and standards of the program.
4. Prepare training materials and training rooms for workshop and training activities.
5. Establish clear objectives for all workshops, activities and projects, and communicate those objectives to participants.
6. Establish and enforce a classroom code of conduct to maintain a positive learning environment for participants during all training and workshop activities.
7. Plan and conduct activities for a balanced training program, demonstration and work time that provides participants with opportunities to observe, question, and investigate materials covering during session.
8. Administer a variety of assessment instruments, including tests, to measure participant progress.
9. Collaborate with other personnel to determine the training needs of participants; adapt training methods and training material to meeting participants' varying needs.
10. Collaborate with co-workers to enhance training environment.
11. Prepare and maintain all records and reports related to attendance, progress and activities; submit all documents on time.
12. Maintain confidentiality regarding participants, students, personnel, and all internal organization information.
13. Perform other related duties assigned by the Supervisor.

Education, Experience and Skills Required:

1. High School diploma or equivalent required.
2. Must have proven experience and knowledge in either of these subject areas:, Building and Construction, Business and Finance, Culinary Arts/Food Technology, Energy, Environment and Utilities, Health Occupations, Information and Communications Technologies, Law Enforcement, Manufacturing and Product Development, Marketing, Sales, and Services, Transportation, Truck Driving or other trade.
3. Prior teaching, training or facilitation experience preferred.
4. Ability to read, write and communicate effectively in English.
5. Ability to drive a personal vehicle to conduct work; travel to other sites; meetings and workshops; travel in county and out of county.

6. Ability to type 30 wpm and do basic business arithmetic.
7. Practical application of MS Word, MS Excel, MS Outlook and MS PowerPoint for Windows is required.
8. Ability to use standard office machines such as a personal computer, calculator, copier, fax machine, telephone, etc.
9. Valid California Driver's License and evidence of minimum liability insurance.

Physical Requirements: Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, reaching, repeated bending, lifting and carrying up to 20 lbs. Ability to travel within and outside the county as needed.

Environmental Requirements: Must be able to work indoors in a predominately sedentary position or outdoors spending most of the work-day standing and walking. Wide range of physical motion required to include bending, twisting, standing, walking, carrying boxes and supplies, sitting for long periods of time, using hands to type and enter data and perform a wide-range of office and clerical duties.

Scheduling and Availability: Hours of work and schedule are determined based upon program needs. This is a non-exempt position. Hours per week will vary and may require a flexible schedule that includes working evenings or weekends.