



Training Coordinator

Job Code #

A-101

Reports to:

Health & Safety Manager

SUMMARY:

The Training Coordinator is responsible for accessing training needs and works with management to plan, coordinate, and deliver programs to enhance the knowledge and skills of the company's employees. The Training Coordinator evaluates the trainee for effectiveness of training and individual employee growth and is responsible for documenting training activities and developing reports on training outcomes.

ESSENTIAL FUNCTIONS:

- Consults with managers and supervisors to identify training needs and mapping out of development plans for teams and individuals.
- Assure compliance with all safety, environmental, and company policies and procedures.
- Responsible for developing, coordinating, and delivering training programs for varying levels of individuals.
- Experience with various training methods, including classroom instruction, on-the-job coaching, and mentorship programs.
- Oversee all professional development initiatives including management training and soft-skills development.
- Be familiar with internal and external instructors, equipment and educational material requirements for each project.
- Design engaging ways to train employees and host creative training events and educational programs.
- Continually evaluate training progress and training procedures to monitor course effectiveness and update training materials and methodology as needed.

ADDITIONAL RESPONSIBILITIES:

- Deliver training to workers and employees on regulatory health and safety topics.
- Monitor annual training plans (i.e. training matrix) for management, HR, customer support and more.
- Work with operations personnel in preparing task training materials and operating guidelines.
- Remain current on health, safety, and loss-related regulations and trends and assist in modification of training programs to ensure compliance in operations.
- Provide assistance to Health and Safety Manager to identify and improve methods of hazard recognition and avoidance.
- Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed.
- Market available training to employees and provide necessary information about in-house and off-site sessions.
- Design, prepare and order educational aids and materials.
- Gather feedback from trainers and trainees after each educational session.
- Partner with internal stakeholders and liaise with experts regarding instructional design.
- Maintain updated curriculum database and training records.
- Host train-the-trainer sessions for internal subject matter experts.
- Manage and maintain in-house training facilities and equipment.
- Ensure all work is performed within company, state, and federal regulations, standards, statutes, policies, and procedures.



Training Coordinator

Job Code #

A-101

Reports to:

Health & Safety Manager

- Attend meetings and classes as identified by Southern Ionics Minerals, LLC.
- Perform other duties as directed by supervisor.

QUALIFICATIONS, EDUCATION, TRAINING AND SKILLS:

- Bachelor's degree in a related field preferred; or equivalent experience with instruction or training.
- Familiarity with traditional and modern job training methods and techniques.
- Ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate).
- Proficiency in MS Office products.
- Excellent oral and written communication skills.
- Knowledge of MSHA standards and other occupational/health regulations.
- Certified MSHA Trainer preferred; or ability to become certified.
- Advanced organizational skills with the ability to handle multiple assignments.
- A valid driver's license with acceptable driving record.
- Must have ability to work independently and problem-solve while working alone or as part of a team.