



Training Coordinator

Location: This position can be based out of: Edinboro, Greensburg, or Pittsburgh office

Starting Salary Range: \$37,000-\$39,000

Girl Scouts is the preeminent leadership development organization for girls in kindergarten through twelfth grade, and our mission is to build girls of courage, confidence, and character. At Girl Scouts Western Pennsylvania, we're committed to providing every girl the chance to practice a lifetime of leadership, adventure, and success.

SUMMARY DESCRIPTION

The Training Coordinator is responsible for scheduling and managing volunteer-led adult trainings and ensures that volunteer training facilitators have the necessary training, tools, resources, and support required to accomplish their objectives and become fully engaged in Girl Scouting.

The essential functions of this position include the following:

- Develop and maintain training calendar for in-person and webinar-based volunteer trainings
- Maintain master list of active volunteer trainers and their training preferences
- Serve as main point of contact for volunteer trainers
- Assist with and support staff training events
- Collaborate with membership staff to determine need, schedule, and track progress of volunteer-led trainings
- Plan and manage bi-annual large-scale training events in collaboration with the membership and outdoor program departments
- Prepare and send training materials to trainers; collect final training paperwork and distribute as necessary
- Process trainer reimbursements
- Work with Director of Adult Development to identify trends in scheduling, attendance, and evaluations of volunteer-led trainings
- Schedule and implement refreshers and/or other relevant professional development for veteran volunteer trainers
- Perform daily work within a customer records management system to enter certifications, manage activities, run reports and rosters, enter attendance, assign tasks, and send evaluations

Requirements:

- Degree in adult education, non-profit management or other relevant field, or equivalent work experience
- Previous experience in volunteer management
- Previous experience in adult education or training
- Knowledge of basic adult learning principles and/or training practices
- Ability to work independently, manage multiple projects, and meet deadlines and benchmarks
- Top notch communicator and can confidently present to small and large groups
- Strong computer skills in Microsoft Office, Teams, and Outlook and ability and willingness to learn new systems
- Must be organized, detail orientated, and customer focused
- Potential candidates should be comfortable traveling throughout Western PA on an occasional basis
- Able to work flexible hours with occasional evenings and weekends
- Have reliable transportation

Summary and Benefits:

Girl Scouts Western Pennsylvania is one of three Girl Scout councils in Pennsylvania. We are a 501(c)(3) non-profit organization that supports 27 counties in western Pennsylvania and are an Equal Opportunity Employer. Background checks are required.

Our generous benefit package includes:

- A hybrid work model, up to 3 days per week can be remote
 - Health, dental and vision insurance available
 - HSA, Health FSA, Dependent Care FSA, and Parking FSA options
- Company paid life and long-term disability insurance
- Voluntary insurance benefit options: short-term disability, cancer insurance, life insurance, and accident insurance
- 401(k) plan, both pre-tax and ROTH options, with employer match
- A generous paid time off policy
- 15 paid holidays annually (business closure between December 24-Jan 1)
- Paid Parental Leave and Paid Sick Leave
- Employee Assistance Program

TO APPLY:

Apply today to be part of our mission to help build girls of courage, confidence, and character, who make the world a better place. **Submit cover letter and resume to recruiting@gswpa.org.**