



Virginia Task Force 2

3.04c Position Description:
Training Coordinator

March 2019

Urban Search and Rescue

Administrative Manual

Position Descriptions

Training Coordinator Position Description

(City of Va. Beach Job Classification: Life Safety Education Specialist)

Summary Position Description

Perform responsible coordination of training certification programs and maintains records for all task force members

Critical Elements of Performance

Develop, coordinate and provide training opportunities to all task force members; develop budgets to meet training needs of the grant program on an annual basis; develop an annual training calendar and coordinate 231 members to meet position description requirements as specified US&R Position Description policy; maintain training files on all members; coordinate VATF 2's Structural Collapse Technician Course; coordinates the scheduling and use of VATF 2's Canine and US&R site at the Va. Beach Fire and EMS Training Center; maintains an inventory of all training materials and equipment.

Performance Standards

Audits personnel training records to ensure position requirements are maintained; projects budgetary needs to conduct task force training on an annual basis; develops an annual training calendar that tracks and schedules all task force training; remains current on all program training requirements; coordinates the application process for National Sanctioned US&R training courses for task force member attendance; responsible for developing task force training programs on the VATF 2 website and similar on line courses to meet US&R General Position Description requirements.

Knowledge, Skills and Abilities Required to Perform Satisfactorily

Knowledge

- Knowledge of FEMA's US&R Position Description Requirements
- Knowledge of National Sanctioned US&R training course delivery
- Knowledge of US&R Program Directives specific to training certification requirements of task force members
- Knowledge of training software and on line training courses



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Skills

- Skills in oral presentation
- Skills in development of written documents
- Skilled in the use of **T**otal **A**sset **V**isibility and **L**ogistics **S**upport **S**ystem
- Skills in the development of a task force training budget and training schedules

Abilities

- Ability to design training programs
- Ability to communicate orally and in writing
- Ability to develop comprehensive reports on task force training needs
- Ability to perform standard office activity such as filing, operate office equipment and related devices.

Minimum Qualifications

Requires any combination of education (above high school level) and/or equivalent to six years in field providing knowledge, skills and abilities associated with such positions as a teacher, training or education specialist.