The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any questions. Email your resume to: lrutledge@selma-al.gov.

TRANSFER REQUEST, APPLICATIONS AND RESUMES ACCEPTED UNTIL JOB IS FILLED

Position:	Training Coordinator
Reports to	Director – Selma AmeriCorps
Subordinate Staff:	None
Department:	Planning & Development
Location:	222 Broad Street Selma, Alabama 36701
Status:	Regular, P/T 20 hrs./wk. Grant Funded
Schedule:	Monday – Friday- some Weekends
Rate of Pay:	$15,600.00 Annually

Primary Responsibilities:
- Provide support services to the Program Director and the AmeriCorps members.
- Responsible for planning, coordinating and overseeing training for members and site supervisors throughout the service year
- Manage member training related information (documentation, sign-in sheets, etc.)
- Meet with Team Leaders
- Coordinate agenda for weekly member meeting
- Assist with management of social media sites
- Assist with maintenance of member project boards
- Assist with management of all AmeriCorps databases
- Assist with gathering and completing data on computer databases for all required reports
- Attend all assigned local, state, and national AmeriCorps meetings, in order to promote awareness and support of the AmeriCorps Program
- Assist in daily supervision of members as needed
- Assist Program Director in recruitment efforts and interviewing as requested
- Develop technology curriculum and physical education curriculum
- Other duties and responsibilities as assigned by the Program Director, the Mayor, Serve Alabama (Governor's Office of Volunteer Service), and Corporation of National and Community Services

Qualifications:
Minimum of 33 semester hours towards an Associate's Degree in Computer Science/Information Technology or the equivalency in related field; Minimum of 30 wpm typing skills; some supervisory skills; good leadership skills; good organizational skills

Required:
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Publisher)
- Internet browsing/surfing, and E-mail usage;
- Excellent communication skills (both written and verbal)
- 2 years of experience in an administrative role
- Ability to interact with people of varying backgrounds without prejudice or discrimination;
- Reliable transportation
- Strong commitment to service; former AmeriCorps Team Leader or former member with capacity to serve as a Team Leader preferred
- **Must** possess a valid Alabama Driver's License or State Issued ID.

The City of Selma is an Equal Opportunity Employer