



KNOX AREA RESCUE MINISTRIES

*Restoring Lives In Jesus' Name*

## **KARM Volunteer Position Description**

**Title:** Training Developer

**Reports to:** Director, People Services

**Purpose/Overview:** Equip staff and volunteers with the information, resources, and tools necessary to serve well and effectively.

**Responsibilities:**

- Develop OJT checklists
- Develop classroom curricula
- Develop facilitator guides, presentation materials, and handouts

**Time Commitment:** Varies per project; much can be done off-site and with a very flexible schedule

**Qualifications:**

- 5+ years of related experience
- Good computer skills – Word, PowerPoint, etc.
- Excellent observation, interviewing, and information-gathering skills
- Great communicator (telephone, group, one-on-one, written)
- Good organizational skills and attention to detail
- Passionate about developing and strengthening others through training, whether classroom, reading, or OJT

**Training/Preparation:**

- KARM Volunteer Orientation
- OJT related to each project

***Interested in this position? Click [here](#) register to attend the next KARM Encounter to learn more about KARM and for more information on how to apply.***