



JOB DESCRIPTION

Position: Training & Development Manager

Reports to: Human Resources Director

Position Status: Full-Time, Non-Exempt

Department: Human Resources

Effective: January 2012

Replaces: All Previous

Position Number: RC-06-12

Posting Date: January 9, 2012

1st Closing Date: January 16, 2012

Position Summary:

The Training and Development Manager will direct and/or coordinate the training and development activities and employees of the Rock Church and its entities including the appreciation, longevity and awards programs. The Training and Development Manager is also responsible for developing and executing the strategic plan for the Training and Development Department. Incumbent works under the direct supervision of the Human Resources Director.

PLEASE NOTE: This position is only open to current Rock employees.

Job Responsibilities and Duties:

1. Coordinates and manages the Cultural Advisory Committee to ensure the culture and DNA of the Rock is maintained throughout all entities.
2. Administers aptitude, personality, and interest tests, including but not limited to, Workstyle Preference (WSP) and Emotional Intelligence (EQ) assessments.
 - a. Ensures all new employees take the required assessments. (Strengths Finder, WSP, Impulse Factor, and MBTI)
 - b. Manages and coordinates the 360 process.
3. Develops and maintains employee appreciation, longevity and employee awards programs.
4. Conducts or arranges for ongoing technical training and personal development classes for employees. (Includes spiritual development and required classes – RFL, ARMY, etc.)
5. Collaborates with supervisors/managers to create Individual Development Plans for each employee.
6. Plans, develops, and provides training and employee development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.
7. Conducts new hire orientation sessions and arranges on-the-job training for new hires. Ensures new employees receive the training they need to succeed at the Rock.
8. Confers with management and conducts surveys to identify training needs based on projected production processes, changes, and other factors.
9. Collaborates with the Human Resources Director and other leadership to develop course corrections for the survey responses.
10. Develops and organizes training manuals, multimedia visual aids, and other educational materials needed to support employees (i.e., supervisor manual, sexual harassment training materials, etc.).

11. Analyzes employee wide training needs to develop new training programs or modify and improve existing programs.
12. Trains instructors and supervisors in techniques and skills for training and dealing with employees.
13. Coordinates established courses with technical and professional courses provided by community schools and designate training procedures.
14. At times may need to assist with interviewing for positions, during high seasons of hiring.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Human Resources Director.

Job Skills and Requirements:

1. Four to five years of experience in training and development in a church environment.
2. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.
3. Excellent verbal and written communication skills. Legible writing skills. Edits work for spelling and grammar.
4. Works well with timelines and short deadlines.
5. Proven ability to identify and resolve problems in a timely manner, use resources creatively and follow through to ensure effective resolution.
6. Works well in group problem solving situations; strong team player.
7. Strong attention to detail and accuracy; demonstrates accuracy and thoroughness.
8. Responds promptly to requests for service and assistance; meets commitments.
9. Listens and gets clarification; responds well to questions.
10. Ability to work in a high volume environment while maintaining quality results.
11. Self-motivated and flexible with strong organizational skills.
12. Ability to speak clearly and competently in positive or negative situations; skilled in diplomacy and use of discernment.
13. Ability to recognize and maintain confidentiality as appropriate.
14. Ability to interact with other ministry leaders and or personnel in a positive and customer focused manner.
15. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint)
16. Ability to work independently or in a team-oriented environment.

Employee Expectations:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Rock Governance system.
4. Successful completion of both a background and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Sunday service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.