



Title of Position:	Instructor
Department:	Training Division of Safety Training Services, Inc.

**Overall Responsibility:**

Conduct classroom sessions in a knowledgeable, professional manner and assist in any other instructional related duties both at our training facility in Hammond, Indiana and off-site at various client facilities.

**Key Areas of Responsibility Include:**

- **Instructional Knowledge:** Must have the experience and or academic credentials necessary to demonstrate competent presentation of material and good command of specific subject matter in which they are responsible for teaching. [Various course topics available for instruction. *[Please see class listings for specific course topics.]*]
- **Equipment:** Accountability, maintenance, and the safe/effective operation of training aids and equipment.
- **Safety:** Adhere to all safety procedures both in the office and at client's facility.
- **Paperwork:** Complete all necessary paperwork as required by this job position including classroom sign-in sheets, payroll sheets, expense reports, etc.
- **Customer Service/Professionalism:**
  - Must have well-groomed appearance
  - Act in a courteous and professional manner to all students and clients; Refrain from using profanity or any off color comments that could be considered offensive.
- **General Responsibilities:** Inform Training Division Manager when any class supplies run low. Ensure the continued professional appearance of our training area and the areas we use when training off-site. For courses that last more than one day, after each day of class, instructor needs to ensure that supplies and setup are ready for the next day of class.

**Terms of Employment:** All employment at Safety Training Services, Inc. is considered "At Will". This position requires a mandatory 90 day probationary period to assess competency and knowledge of training materials.

**Minimum Qualifications For This Position:**

- Must have a high school diploma [minimum requirement].
- Academic knowledge and/or experience to show proficiency in the subject matter
- Must maintain a well-groomed appearance.
- Must be able to communicate technical and non-technical information to staff and clients.
- Be able to become proficient in necessary computer skills such as Word® and Powerpoint® and be able to operate classroom audio-visual aids.