**Training Coordinator (Part-Time)**

**Position Summary**: Responsible for the administration of Ontario Traffic Manual Book 7 (Temporary Conditions) Ontario Traffic Manual Book 18 (Cycling Facilities) Training

Reports to: Training, Membership and Operations Manager (TBD)

Dates / Hours of Work: Dates as outlined in the 2023 OTM Book 7 public training calendar and as scheduled for private training plus ½ day per week administration (estimated)

**Responsibilities:**

Respond to email and phone inquiries from municipalities/contractors and trainees

Co-ordination of course training with municipalities/contractors and trainer, setting dates and times (usually beginning at 8:00 a.m.), executing training agreements

Training set-up:

Virtual administration through virtual training platform (i.e., Zoom)

In-Person administration through training facility (i.e., Centre for Health and Safety Innovations – Mississauga)

Private training through municipal or contractor facilities

Administration of course invitation/instructions and course material emails

Administration of course materials including printing (external) and distribution for in-person and pdf distribution for virtual

Participate in virtual training by “hosting” training, admit participants, take attendance, administer break out rooms, administer the exam for OTM Book 7 (i.e., ExamBuilder)

Communicate OTM Book 7 course results to participants (and supervisors where applicable)

Administer exam re-writes for OTM Book 7 – both virtual and in-person (i.e., ExamBuilder)

Public course payment administration (credit card or invoice) in advance of training

Private course payment administration (credit card or invoice) post training

Database participant data entry

Database payment application/reconciliation

OTM Book 7 Wallet certification printing (external)

OTM Book 7 Water/Wastewater Certification data entry into government portal (for water/wastewater operators only)

Course survey distribution (i.e., SurveyMonkey)

Reporting

2022 OTM Book 7 Training:

Public: 14 – approximately once per month

Private: 31 sessions

2023 OTM Book 7 Training Schedule:

Public: Jan 18, Feb 15, Mar 15, Apr 12, Apr 13 (Consultants ½ day), May 17, June 14, July 12, Aug 9, Sep 13, Oct 4, Nov 8, Dec 6

Private: TBD

2023 OTM Book 18 Training: Limited TBD