Cherokee Nation
Human Resources Job Description

JOB TITLE: Trainer
JOB CODE: 501045
GROUP: Commerce Services
DEPARTMENT: Small Business Assistance Center
REPORTS TO: As Assigned
PREPARED BY: Human Resources
PREPARED DATE: 10/13/1999
1ST REVISION DATE: 12/16/2004
2ND REVISION DATE: 04/25/2008
FLSA STATUS: Non-exempt
RANGE: P06

APPROVED BY: [Signature]
APPROVED DATE: [Date]

SUMMARY
Recruits, informs, counsels and monitors program participants, designs and develops brochures and other advertisements, develops and monitors budgets and creates funding proposals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Presents training while working alone or as a team member.

Maintains inventory of training materials an equipment.

Teaches Financial Literacy classes, instructs and coordinates training sessions for program participants.

Recruits and informs prospective clients for participation in program.

Attends training and meetings to update information on training best practices.

Counsels participants in savings and budget planning.
Develops training schedules.

Develops surveys to evaluate effectiveness of training programs.

Analyzes surveys and recommends needed changes in training programs.

Researches, prepares and maintains a library of training outlines, handouts, props, and audio/visual material.

**SUPERVISORY RESPONSIBILITIES**
No supervisory responsibility is required.

**RESPONSIBILITIES/ACCOUNTABILITIES:** The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Medium (Assignments received in broad terms with time lines and objectives set.)

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATIONAL REQUIREMENT**
Bachelor's degree from 4-year college or university; or six years related experience; or equivalent combination of education and experience.

**EXPERIENCE REQUIREMENT**
An additional one year experience in a related field.

**LANGUAGE SKILLS**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**COMPUTER SKILLS**
None.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
Must possess a valid driver’s license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

OTHER SKILLS AND ABILITIES
Must have computer skills and be able to operate word processors, spreadsheets and publishing software.

OTHER QUALIFICATIONS
Embraces and implements the Jobs/Language/Community Cherokee Nation Strategy.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.