
Job Description

Title: STOMP Trainer

Reports to: Associate Director

Position Summary: The STOMP Trainer is a casual employee of PAVE responsible for providing approved curriculum to contracted installations. PAVE has a contract to complete two-day trainings by February 2018 both nationally and overseas with the U.S. Army and Navy. The STOMP Trainer will set-up the training, co-present the curriculum to its standards, assist military families, personnel and other attendees, facilitate relationships with community resource providers (aka area Parent Centers and Military EFMP and other personnel) and assure sign-in and evaluations are distributed and collected.

Job Responsibilities:

Training:

- Co-present the developed curriculum on the topics in a professional, supportive and interactive manner that assures the required hours of training per the contract with the Army and Navy.
- Partner with all military personnel to assure high-quality customer service and prompt communication with military personnel and PAVE staff to provide the two-day trainings.
- Assure the timely delivery of the two-day workshops you agree to co-present including all sign-in sheets and evaluations are distributed, collected and provided to the STOMP Training Coordinator.
- Listen, clarify and share information regarding new materials, curriculum, and/or strategies if suggested and/or discussed with you by military families and/or professionals.
- Facilitate collaborative relationships and assure that all in the room are treated as experts, included in and with the training and presentations where appropriate. This includes any and all coordination with local parent center (e.g. Parent Training and Information (PTI) staff, EFMP/SLO personnel, BRANCH staff, area school personnel and other community representation.
- Provide information in a prompt manner, no more than three (3) business days after the completion of any training for the After-Action Report (AAR) utilizing observation, evaluation information and feedback received during trainings to the STOMP Training Coordinator.

Military Family Support:

- Support military parents increase their knowledge, understanding and abilities to assist and support their child or exceptional family member.
- Be a conduit to connect families with military and community resources, military personnel, parent center staff and/or within school and local systems for their loved one.
- Invest in your ongoing development and knowledge of local, military, and national resources to assist families.

Administrative:

- Distribute and assure all attendees are listed on the sign-in sheets and complete and return evaluation forms.
- Submit all required forms and reports to the STOMP Training Coordinator within three (3) business days from the completion of a two-day workshop.

Job Requirements for all Staff:

- Maintain confidentiality of families and other staff members.
- Be prompt in arriving at workshops, meetings, and trainings.
- Submit accurate time sheets at the end of each pay period.
- Attend and participate in training and development as scheduled.
- Put your schedule on the Shared Calendar in Outlook regularly.
- Assist other staff in meeting timelines, co-presenting, reports, etc.
- Serve as host or hostess if needed.
- Other duties as assigned.

The job description covers major job requirements and is not meant to be the only source for what activities the STOMP Trainer might be expected to assist with. There may be other duties as assigned. This position requires interaction with training coordinator who assigns all workshops and the Associate Director who will be responsible for oversight of employee activities. Since this is a position held by a casual employee there is no expectation for employee benefits nor is there a promise for any employment opportunities beyond the contract period. The job description and activities outlined herein do not constitute a contract nor does it remove PAVE's at-will employment capabilities.