

HR Training Manager

ABOUT TREK FOR TEENS

The Trek for Teens Foundation is an entirely youth-led and volunteer-run charity that focuses on raising funds and awareness for youth experiencing homelessness in Canada. We strongly believe in youth helping youth, and therefore our team is primarily made up of post-secondary students and young professionals across multiple cities in Ontario and Quebec. We strive to ensure our team member's personal growth is aligned to their work at the charity, and that they are able to develop professionally through our organization.

DESCRIPTION

Reporting to the Director of Human Resources, the Training Manager is responsible for tracking training, following up with individuals to ensure that the training is completed, overseeing the learning management software, and optimizing training processes for efficiency. They will communicate with the Director of Human Resources and Vice President of Operations to ensure strategic alignment of training modules with Trek for Teens' mission. Through this position, the candidate will truly be able to help the greater community while gaining knowledge about youth homelessness and skills in project management, training development, and volunteer organization.

RESPONSIBILITIES

Training Tracking

- Use data sheets to input and monitor the completion of training for all volunteers within the organization.
- Ensure training is completed in a timely manner.
- Oversee the digital training platform, grant account access to new members, and troubleshoot any concerns.

Training Review

- Collaborate with the HR team to develop a strategy for the revision of training modules.
- Collaborate with regional and departmental directors to gain a comprehensive understanding of their specific perspectives on the revisions to the training modules.

QUALIFICATIONS

- Being technologically savvy is essential
- Knowledge of Google Sheets/Excel functions
- Ability to lead an entire training cycle
- Strong work ethic
- Able to work well within a team environment and independently
- Knowledge of learning and development practices an asset
- Experience with digital training administration platforms an asset
- Related HR experience an asset

COMMITMENT

We expect a minimum commitment to this position for 1 year. However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.



The expected weekly time commitment is 3-5 hours. This is an entirely remote volunteer role.

APPLY NOW

Send your **resume** and **cover letter** to our Assistant Director of Human Resources.

SUBJECT LINE

Application: Training Manager - Firstname Lastname

EMAIL ad.hr@trekforteens.com

Applications to this position will be considered on a rolling basis. We will be in touch within a few days regarding an interview opportunity.