

Swimming Matters Job Description			
Standard Title	Program and Training Coordinator (PTC)	Industry	Sports
Current Project Location	Bangalore (other cities within India)	No. of positions	1
Date of issue	26th November 2017	Planned Date of closure	15th December 2017

Job Profile (Short Job Description)

The Program and Training Coordinator (PTC) will be responsible for the planning, scheduling, coordinating and managing the delivery of training courses and programs.

Key responsibilities include:

- Plans, schedules, coordinates and maintains all training courses and programs with participants (swim teachers) and trainers (Aust certified mentor for swim teacher) – schedules venue, date/time, materials and attendance.
- Preparation of MIS reports after every training course and program. Compiles and reports, results of evaluation, attendance and training data. Ensures all reporting is completed as required.
- Maintain the MIS for participants and trainers who are appointed for training.
- Ensures completion and processes of communication and certification to participants and leadership.
- Plan, procure and manage training materials.
- Coordinates with training facilitator(s) to ensure excellence in programming and delivery.
- Assesses, tracks and reports participant progress and develops action plans as needed
- Provides on-going, one-on-one guidance and support to participants with monitoring and addressing the issues and concerns if any.
- Makes appropriate referrals to other agencies or interventions if required.
- Attends meetings as required.

Based on the needs of the company, the PTC may be required to play any additional role and responsibility as the situation may demand.

Candidate Profile

Qualifications

Area Qualification	Description of What's Needed
Work Experience	<input checked="" type="checkbox"/> 1 – 3 years of training coordination and management experience
Education	What education is typically required for the job? <u>Required</u> <u>Preferred</u> <input checked="" type="checkbox"/> <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> <input checked="" type="checkbox"/> MBA <input type="checkbox"/> <input checked="" type="checkbox"/> Master's Degree
Field of Work/Study (if applicable):	

Knowledge, Skills, and Abilities	<ul style="list-style-type: none">• Desire to work and excel in a highly dynamic professional environment;• Confident, self-motivated and directed person with the ability to work independently or as part of a team to produce high quality deliverables within project deadlines;• Strong interpersonal skills with excellent oral and written fluency in English and Hindi;• Strong command over Microsoft Word, Excel and PowerPoint• Commitment to quality and strong attention to detail;• Ability to network and build strong, lasting professional relationships;• Ability to work with people from diverse cultures and backgrounds;• Ready to travel within India
Preference	<ul style="list-style-type: none">• Candidates with relevant work/ educational experience• Candidates based in Bangalore