

<b>JOB TITLE:</b>	Instructor / Facilitator IIA	<b>JOB LOCATION:</b>	Camp Douglas, WI
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**Experience, Knowledge, Skills and Abilities Required:**

- Highly desired BA/BS in the area of expertise
- Possess seven (7) years' experience in the facilitation of instructional courses, training programs, workshops, and seminars.
- Trained and experienced in instructional Systems Development (ISD)
- Proven ability to instruct in both one on one and classroom settings
- Possess experience teaching and developing lesson plans that utilize Demonstration-Performance, informal lecture and guided discussion method
- Coach and support staff through operational changes and supervision issues
- Lead and evaluate training programs, orientation, and personnel development
- Excellent interpersonal skills and the ability to stay organized even while performing a wide variety of tasks
- Developing and facilitating team building exercises to make staff more comfortable and trusting of each other
- Must be able to prioritize, assign, categorize, and track training course events
- Excellent oral and written communications skills and the ability to learn quickly, train course instructors and work with Instructional Systems Development professionals
- Fluency in the English Language
- SECRET Clearance

**POSITION RESPONSIBILITIES:**

- Perform a semi-annual Training Needs Analysis (TNA) for command management and supporting offices
- Provide instructional support to Strength Managers in instructing for areas outside of expertise
- Instruct in area of expertise and facilitate in course modification and development
- Comply with all ARNG, State, DoD, and Federal training requirements and compliances in the Recruiting and Retention Battalion (RRB)
- Change Syllabus, Lesson Plan (LP), Program of Instruction (POI) as needed due to class modifications or material / equipment updates
- Provide status updates (weekly monthly etc.)summary to superiors
- Prepare and provide a variety of recurring training reports, correspondence, and other documents as necessary for the service
- Provide weekly status reports the Logistics Officer addressing traffic management issues affecting mission accomplishment
- Possess basic computer skills to include Microsoft office



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<b>SALARY/BENEFITS:</b>			
Salary is based on experience and qualifications. We offer a competitive compensation and benefits package that includes health, dental, life insurance, direct deposit and more.			
<b>JLMI is an equal employment opportunity employer EOE/M/F/D/V</b>			
<b>CONTACT INFORMATION:</b>			
Please Submit Resumes to <a href="mailto:Recruiting@JLMIVA.COM">Recruiting@JLMIVA.COM</a> ; <b>POC:</b> Janet Castrinos; <b>Phone:</b> (804)733-0933; <b>Fax:</b> (804)733-0935. If you wish to learn more about JLMI, visit our website at ( <a href="http://www.jlmiva.com">www.jlmiva.com</a> ).			