**Employer:** Central Shenandoah Criminal Justice Training Academy

**Position:** Training Coordinator

**Location:** Weyers Cave and Mt Crawford, Virginia

**Job Status:**  40 hours a week

**Salary & Benefits:** Salary Range $60,000 - $70,000 annually,

Virginia Retirement System, Health Insurance

**Closing Date:** May 10, 2024

The Central Shenandoah Criminal Justice Training Academy, (CSCJTA) is seeking applications for the position of Training Coordinator. CSCJTA is a full-service Training Academy certified through the Virginia Department of Criminal Justice Services. The academy services 58 law enforcement, jail, and emergency communication agencies.

**Position Summary:** The position performs administrative and instructional tasks for both entry-level and in-service Criminal Justice training programs. The Training Coordinator will plan, create, manage, recommend, and direct new training initiatives and report to the Assistant Director all findings and concerns. Perform other duties as assigned. All work is performed under the direct supervision of the Assistant Director. This position may require overnight travel.

**Qualifications:** College Degree from a 2- or 4-year program. In addition to the education requirements, the applicant must be or have been certified as a Law Enforcement officer/ Jail officer or communications officer for a minimum of 2 years and must be or have previously completed a Certified General instructor course in the Commonwealth of Virginia. In lieu of the Education requirementthose applicants with extensive instructing in criminal justice training will be given priority. The applicant must hold a valid driver’s license and be able to obtain other required certifications within 12 months of hire and be familiar with Academy training. Other factors given priority will be applicantswith supervisory experience / Field training officer experience and knowledge in public relations, training, training course creation, training record keeping, and test creation as well as computer skills that include Word, EXCEL, Power Point and Access, among others. Applicants should be able to participate in physical activity and be able to successfully pass all physical training and physical training testing conducted by CSCJTA.

The successful applicant must be of good moral character and pass a thorough background check which may include a polygraph examination, credit check and drug screen.

The Central Shenandoah Criminal Justice Training Academy is an Equal Opportunity Employer.

**Contact Information:**

To apply send a detailed resume and cover letter by E-Mail to Steven Arney Assistant Director at: sarney@cscjta.org.

Resume’s/cover letters accepted until May 10, 2024. Please include references.

For more information, contact Steven Arney, Assistant Director at (540)234-9191.

Applicant Checklist

\*\*This list is for Applicant informational purposes only. \*\*

* Submit Resume with cover letter and application.
* If selected, Interview will be scheduled, usually occurs within a month.
* Applicants will be given a background questionnaire if selected from an interview, this usually occurs within a week of the interview.
* Conditional Offer of employment will be offered pending background Investigation. Background Investigation usually occurs within a week up to a month.
* While Background Investigation is being conducted other tests or examinations may occur to include Polygraph, Drug screen, or any other test deemed necessary.

* Formal Hire letter offered upon successful completion of background check. Upon acceptance of the Hire letter, a start date of 2 weeks is expected.