



**ROYAL CANADIAN MARINE
SEARCH & RESCUE**
Saving Lives on the Water

Manager of Training and Development

Royal Canadian Marine Search and Rescue (RCMSAR) is a not-for-profit organization that provides marine search and rescue services (SAR) on the coast of British Columbia. Headquartered in Sooke BC, RCMSAR has 31 fully equipped stations from Point Roberts, WA to Haida Gwaii, BC, operated by more than nine hundred (900) volunteers. Nationally, it is one of six Coast Guard Auxiliaries that provide SAR services in Canadian waters.

RCMSAR seeks a dynamic, driven individual to take on the role of **Manager, Training and Development**. The position that reports directly to the Chief Executive Officer is responsible for assessing the ongoing training and development needs of the organization and based on those needs, developing an organizational training strategy and an operational plan utilizing a variety of delivery mediums to respond to those needs.

The ideal candidate will have completed a post-secondary program in Adult Education or equivalent supplemented by five years of leadership experience in an adult learning environment. Marine experience is required and preferably in a search and rescue role.

This opportunity will appeal to candidates seeking an annual salary of \$70,000-\$80,00 supplemented by a comprehensive benefits package. Some flexibility in work location is available. The successful candidate will also have the option of taking on the role at 0.8 or 1.0 full time equivalent.

Qualified candidates are asked to submit their resume to admin.coordinator@rcmsar.com.

A more detailed position description follows this ad.



Position title	<i>Manager, Training and Development</i>
Reports to	<i>Chief Executive Officer</i>

Summary

Responsible for assessing the training and development needs of RCMSAR members. Based on the needs assessment develops an organizational training plan and operationalizes same utilizing a variety of delivery mediums.

Duties and responsibilities

- In consultation with headquarters (HQ) staff and station leadership, identifies the training and development needs of RCMSAR and its members
- Based on the needs assessment develops and operationalizes a comprehensive training and development program
- The training and development program to include the role of Headquarters, the station, and the member, where to best deliver the training utilizing what method(s), by whom and over what time frame.
- Develops a comprehensive communication strategy to introduce and advance the training program
- Identifies station-based resources to assist with program development, execution, and assessment.
- As needed hires, develops, mentors, manages a team of instructors, to deliver training
- Develops and utilizes metrics to validate knowledge transfer and return on investment
- Monitors and evaluates the effectiveness of the training program and the curriculum of individual course offerings
- Modifies the training program or individual courses as required
- Identifies sources of training revenue or gifts in kind
- Arranges courses for external agencies
- Oversees the administration of HQ sponsored programs including notification, registration, course materials, supplies, exams, records, and reports
- Coordinates the use and maintenance of HQ assets such as training vessels, classroom equipment and Simulator
- Continually researches methods and techniques in adult learning to remain current on developments in the field
- Acts as a resource to stations regarding training and development.
- Acts as a facilitator or course instructor as required

Education, Training, Skills and Experience

- Completion of a post-secondary program in Learning Management/Adult Education supplemented by five years training and development experience in a supervisory/managerial role
 - Marine experience preferably in a search and rescue environment
 - eLearning design experience and an understanding of the technical development, implementation and troubleshooting of web-based training modules
 - Excellent communication skills both verbal and written
 - Ability to lead and work effectively in a team environment
 - A thorough understanding of different teaching methods, materials, and delivery methods
 - Basic financial skills including budget development and management
- Or
- An equivalent combination of Education, Training, Skills and Experience

General Conditions

- Travel will be a requirement; a valid driver's license is required.
- A Police Information Check with a Vulnerable Sector search or equivalent is required.
- Work location and flexible days/hours will be considered

Approved by:	<i>CEO</i>
Date approved:	<i>2022-01-14</i>