

<b>Job title</b>	CSP eLearning Coordinator
<b>Responsible to</b>	National Manager of Training and Development Resource Production

### **Job purpose**

The eLearning Coordinator is charged with the delivery and overall strategy direction for online adult learning for the Canadian Ski Patrol.

### **Duties and responsibilities**

The duties of an eLearning Coordinator may change during the term in office depending on new challenges. However, at all times the duties shall be employed to accomplish, to the best of their ability, positive impact on the four main purposes as listed above. The current demands of the position include the following duties and responsibilities:

- Manage all aspects of CSP eLearning projects
- Ensuring that the CSP eLearning needs and goals are aligned with expected cost, quality, schedule, and scope of work
- Consult with members of the CSP Training and Development clients to define scope and level of effort for eLearning project engagements
- Create and execute project work plans and revise as appropriate to meet changing needs and requirements.
- Identify skill and resource requirements to meet project needs
- Track and communicate project status, issues, risks and decisions to senior management.
- Set project quality and performance standards.
- Manage project schedules, facilitate meetings, and provide status reports to management team and clients.
- Liaise with other CSP internal resources to accomplish the above tasks
- Design and implement measurement tools and processes to evaluate training programs for effectiveness.
- Provide subject matter expertise for software applications as required.

- Cooperate with various other CSP groups to ensure a consistent training message is delivered to business as well as IT service and solution teams.
- Manages a virtual team of 3-10 team members
- Foster bi-directional communication between the national and divisional/zone levels of training and qualification or certification. This will include communication directly to instructor trainers as required.

## **Qualifications**

The qualifications for this position are general in nature. A coordinator must be able to employ various skills backed by experience to best meet the duties and responsibilities.

Qualifications include:

- Organizational skills
- Effective communication skills
- General computer ability
- Ability to present complex solutions in simplified steps
- An eagerness to see a solution to its conclusion
- A Team approach to collaboration with a National Voice as the medium of communication

Additional skills that would benefit the successful candidate, while not required, are desirable:

- Active regular member, with day-to-day patrol experience.
- Previous experience as either a division or zone training manager.
- Exposure to different educational approaches in other divisions or zones.
- Familiarization with French and English languages.
- Experience with Moodle and Articulate/Storyline 360.

All qualifications comply with federal, provincial and territorial human rights legislation.

## **Direct reports**

Refer to the current T&D portfolio organization chart and package for the direct reports to the national manager T&D resource production.

Each national manager of the national T&D portfolio is appointed by and reports to the national T&D portfolio leader after confirmation by the national management committee. T&D resource production team members are recommended by the national manager and approved by the T&D portfolio leader.

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Approved by:	National Training and Development Portfolio Leader
Date approved:	
Reviewed:	

This job description has been evaluated and adopted based on an annual inventory of activities.