

## Part Time Trainer / Proctor - (Course Developer)

Company: AmeriCorps Goodwill GoodWorks – Goodwill Industries Big Bend Inc.

Job Title: PT AmeriCorps Member – Course Developer / Instructor - 1-Year Member / Internship

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**Working Title:** AmeriCorps Trainer / Proctor

**Term:** Part Time/25 hours per week, Temporary (1 Year) - (August 1, 2017 - July 31, 2018)

**Needed Skills:** Excellent Computer Proficiency, Graphic Design, Coding, Leadership, Organized, Outgoing Personality, Good Presentation Skills, and Ability to Work with Diverse Populations

### Member / Position Summary:

As an AmeriCorps Member serving at Goodwill Industries – Big Bend, Inc. you will gain life experience, valuable skills, and enhance your resume while giving back to your community.

As a key member of our team, the Course Developer (Trainer / Proctor) helps to further Goodwill's mission of removing barriers to employment through job placement, counseling, and career-training services provided to the local community by:

- Designing e-courses for website platforms (Some graphic design and coding required)
- Developing new course materials
- Teaching, proctoring, and mentoring clients in any area of learning provided by Goodwill
- Assessing clients for skill needs and employment barriers
- Providing or referring client resources for obtaining employment and self-sufficiency
- Planning and presenting one-on-one and group learning sessions
- Researching prospective programs and improvement ideas
- Providing timely and accurate data entry and record keeping
- Work part-time in our local office, and occasionally attend off-site meetings and events.

**Program Benefits:** Valuable skills for your resume, Small Living Allowance / Stipend, Education award upon successful completion of service

**Must be 17+ to apply. Must be able to serve full one year term working during normal business hours. Working toward or having completed a college degree is preferred. Previous Volunteer Experience Preferred.**

### To Apply:

**Email resume and include where you heard about the position:**

**John E. Shaffer, Director**  
AmeriCorps Goodwill GoodWorks!  
Career Training Center  
Panama City FL 32401  
[jshaffer@goodwillbigbend.com](mailto:jshaffer@goodwillbigbend.com)



### COOPERATIVE EDUCATION

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