

Title: Training/School-to-Work Coordinator
PG: 47
Status: Civil Service
Position Reports to: AGM General Services
Department: Lakeland Electric

Class Code: 3038
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a responsible professional position in the areas of training, public relations, public education and community relations. Position will serve as liaison with Power Academy students, guidance counselors, City of Lakeland personnel and Polk County workforce education personnel. Work requires the ability to develop and administer marketing and communication campaigns for the utility's Power Academy in partnership with the Polk County School Board. This position will be responsible for coordinating the ongoing development of curriculum and course offerings at the 9th-12th grade school level in partnership with school personnel. Employee is expected to function with a high degree of independence. The employee will receive feedback from manager through personal conferences, general observation of work in progress, review of completed work, and administrative reports.

ESSENTIAL FUNCTIONS:

1. Develops and maintains communication and professional relationships with various individuals and groups involved in the success of the Power Academy, to include students, parents, teachers, school counselors, Lakeland Electric employees, City of Lakeland administration, and workforce education professionals.
2. Coordinates the Power Academy awareness campaign with Middle Schools and High Schools in Polk County.
3. Proactively seeks opportunities and makes arrangements to provide information about the Power Academy at events such as school-sponsored parent-teacher meetings, career fairs, and other community events.
4. Develops and implements recruitment campaigns to reach middle school students and their parents.
5. Maintains records and prepares reports detailing program activities.
6. Coordinates program activities, lessons, curriculum and student follow-up with the School Board's Power Academy Coordinator.
7. Selects, coaches and aids in presentation development for Lakeland Electric employees who will be teaching various technical modules so they can effectively instruct students on technical material at the 9th through 12th grade student levels.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the English language including punctuation, spelling and grammar.
2. Knowledge of presentation principles, methods and practices.
3. Knowledge of photographic and audiovisual equipment.
4. Ability to become knowledgeable about school curriculum structures, state educational requirements, policies, and procedures.
5. Ability to become knowledgeable about all aspects of the electric department, specifically career paths and familiarization with the knowledge, skills and abilities needed to perform technical functions of critical positions.
6. Ability to assist technical subject matter experts in developing course outlines, presentations and evaluation tools.
7. Skill in presenting with enthusiasm to gain the attention and generate excitement about the utility industry and related careers.

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8. Ability to operate computers and learn various computer programs. (ex: Microsoft Word, Power Point, Excel, Outlook)
9. Ability to assist in the preparation of promotional and instructional literature to support utility programs.
10. Knowledge of various learning styles and ability to apply to presentations for diverse audiences.
11. Ability to conduct public meetings and classes, to present information in a clear and concise manner.
12. Ability to effectively coordinate multiple projects simultaneously.
13. Ability to establish and maintain effective working relationships with diverse socioeconomic groups, civic groups and organizations, co-workers and the general public.
14. Ability to communicate effectively, both orally and in writing, with a variety of audiences at various age and educational levels.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves extensive walking and occasional standing, as well as lifting and carrying heavy, cumbersome materials. Occasional sedentary work may involve exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. The job risks exposure to no significant environmental hazards. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Four (4) year degree in education, public relations, human resources, marketing, communications or a related field from an accredited college or university.
2. Two (2) years of experience in a progressively responsible professional, customer service, administrative, or public relations position or two (2) years of teaching experience.
3. An equivalent combination of education and experience which is directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must attend meeting, work trade shows, meet with students and/or parents and make presentations on behalf of the utility at locations other than the primary work assignment area.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.