

**\*\* POSITION OPENING\*\***  
**HUMAN RESOURCE TRAINER/SPECIALIST**

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**RATE OF PAY:** Depending on qualifications  
**LOCATION:** Seven Clans Casinos – Red Lake, MN  
**OPEN:** September 22, 2021  
**CLOSES:** Until Filled

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**POSITION OBJECTIVES:**

Under the general supervision of the Human Resource Manager is Full time position and is responsible to conduct training sessions of Seven Clans Casino RL.

**DUTIES AND RESPONSIBILITIES:**

- Designs courses, prepares outlines and syllabus to meet training needs of operations.
- Gains participation within offered courses.
- Conducts employee orientation programs and other in-house training as assigned.
- Assists in setting up and coordinating conferences along with communicating and promoting programs to staff.
- Assists in identifying training needs and formulating training plans, goals and objectives.
- Assists with incorporating training policies and procedures.
- Assists in selecting and utilizes appropriate training methods to include: individuals, group, lectures, demonstrations, simulations, role playing, etc.
- Monitors department progress and success ongoing, offers suggestions for improvement.
- Follows up on attendees to reinforce training materials and evaluate training courses.
- Assists in the selection of training materials and designing training courses.
- Assists in maintaining the Training Library including inventory, issuance, tracking and return.

**REQUIRED QUALIFICATIONS:**

It is required the Trainer have at least a two year vocational degree or high School Diploma or GED with related experience preferred

**SEND COMPLETE RESUME TO:**

[amber.bohn@7clans.com](mailto:amber.bohn@7clans.com) Human Resources Office,  
10200 Hwy 89 Red Lake, MN 56671 1-888-679-2501  
Website: [www.sevenclanscasino.com](http://www.sevenclanscasino.com)