

****EXTERNAL POSITION OPENING****

HUMAN RESOURCE TRAINER



ANNUAL RATE OF PAY: \$33,280-\$37,440
LOCATION: Seven Clans Casinos – Thief River Falls, MN
OPEN: June 15, 2023
CLOSES: June 29, 2023

POSITION OBJECTIVES:

Under the general supervision of the site Generalist and managed by the HR Director, the HR Trainer is responsible to conduct training sessions for the Thief River Falls Seven Clans Casino.

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 APPLICATION/RESUME/TRANSFER REQUEST TO:

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20595 Center St. E. Thief River Falls, MN 56701
Website: www.sevenclnscasino.com