



Training Coordinator

Salary: \$45,000 – \$50,000 per year

Status: Full-Time

Location: Flanders, NJ

ABOUT ArcMorris

Established in 1953, ArcMorris empowers individuals with intellectual and developmental disabilities (IDD) to live inclusive, independent, and fulfilling lives. As the largest provider of IDD services in Morris County, ArcMorris is committed to delivering person-centered supports through residential, employment, community-based, and transition programs.

Position Overview

The Training Coordinator reports directly to the Assistant Director of Human Resources and is responsible for organizing, monitoring, and scheduling all agency-wide training initiatives. This role ensures that staff across Residential and Day Programs receive high-quality, compliant, and mission-driven training. The Training Coordinator will design and develop curriculum as needed, maintain training resources, and collaborate closely with program leadership to identify and address evolving training needs.

Key Responsibilities

(Include but are not limited to):

- Train new hires on ArcMorris and Division of Developmental Disabilities (DDD) policies, procedures, and best practices.
 - Coordinate all aspects of pre-employment and ongoing employment training, including developing and distributing monthly training calendars.
 - Schedule, organize, and communicate training sessions with supervisory staff; maintain documentation and follow-up records.
 - Manage required re-certifications, including CPR, First Aid, and Crisis Management.
 - Ensure adequate trainer coverage; schedule trainers, monitor training quality, and provide feedback.
 - Coordinate employee participation in external training programs, including registration, payment, and evaluation.
 - Collaborate with program staff to assess and respond to identified training needs.
 - Create department-wide training schedules and generate reports on training outcomes.
 - Maintain accurate and compliant training records.
 - Inform employees of scheduled trainings and track participation and progress.
 - Recommend training materials and methods; maintain training equipment and manage the training budget.
 - Attend seminars and professional meetings to remain current on training methodologies and best practices.
 - Perform additional duties as assigned by the Assistant Director of Human Resources and Senior Management.
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Qualifications

- Bachelor's degree in Training, Communications, or a related field.
- Minimum of two (2) years of supervisory experience within an Intellectual and Developmental Disabilities (IDD) supportive services organization (e.g., ArcMorris or similar agency).
- Significant experience as a trainer, facilitator, or coordinator of multiple training programs, preferably within a nonprofit environment.
- Demonstrated ability to manage the full training cycle (needs assessment, planning, development, coordination, monitoring, and evaluation).
- Proficiency in Microsoft Office Suite.
- Experience working in a nonprofit organization preferred.
- Excellent verbal and written communication skills.
- Strong interpersonal and decision-making abilities.
- Exceptional organizational skills with the ability to prioritize and manage multiple assignments.
- Ability to work collaboratively in a team-oriented environment.

Benefits Include

- 403(b) Retirement Plan with Employer Match
- Medical, Prescription, Dental, and Vision Insurance
- Life Insurance
- Long-Term Disability Insurance
- Lifestyle Savings Account
- Legal Insurance
- Employee Assistance Program (EAP)
- Paid Time Off (Vacation, Sick, Personal, Holidays, Birthday)
- Tuition Assistance
- Mileage & Meal Reimbursement
- Training & Professional Development
- Employee Recognition Programs

Apply Today Gene C. Rossi, Recruiter – ArcMorris Phone: (973) 326-9750 x244

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