

# GREAT LAKES SAFETY TRAINING CENTER

MIDLAND, MICHIGAN



**POSITION TITLE:** Associate Safety  
**EMPLOYMENT:** Specialist / On-Call /  
Casual

**REPORTS TO:** Director of Operations  
**STATUS:** Hourly/Non-Exempt

## **BASIC FUNCTION:**

The Associate Safety Specialist for promotes GLSTC programs and services by presenting in a positive, dynamic manner and by encouraging customers, students and potential customers to participate in additional GLSTC training.

## **SPECIFIC RESPONSIBILITIES:**

1. Assure all GLSTC programs are in accordance with approved policies and procedures, legal requirements and best practices.
2. Participate in professional development to pursue continuous improvement and make recommendations for appropriate changes to GLSTC course content as needed.
3. Conduct safety training courses according to the developed content and to make recommendations for improvements based on classroom interaction.
4. Assist other GLSTC personnel in promoting the programs for use both at our facility and at our customers' sites.
5. Travel as necessary for the purposes of conducting training and building strategic partnerships.
6. Special projects as requested by the Director of Operations or Executive Director.

## **INTERNAL / EXTERNAL RELATIONSHIPS:**

Reports to Director of Operations. Communicate positively with training participants, contractors, customers and the general public.

## **EDUCATION/EXPERIENCE:**

A Bachelor's Degree or 7-10 years of related work experience is preferred as a minimum for this position. Use Microsoft PowerPoint, computer based training materials and additional media to update and/or develop training materials. Experience teaching Confined Space and Hazardous Material Safety is highly desired.

## **PHYSICAL CAPABILITIES:**

Average, ordinary visual and auditory acuity necessary to maintain a training environment, including the ability to visually inspect documents, operate machinery and manage students in training and testing functions.

Physical strength is required to sit/stand for the purpose of maintaining a training environment, transport training materials weighing up to 50 lbs for offsite training sessions and set up or adjustment of training rooms.