

Security Training and Development Officer

Job Description

Responsible for creating and implementing a training program in compliance with all applicable policies and procedures. Must utilize available resources to increase officer proficiency and oversee the professional development of security personnel.

Responsibilities:

- On occasion, act as the Site Supervisor
- Develop, implement, and monitor security officer training program.
- Conduct security related drills and exercises.
- Create lesson plans and other training materials.
- Develop multimedia visual aids and presentations.
- Create testing and evaluation processes.
- Prepare and implement a training budget.
- Evaluate needs of the security force and plan training programs accordingly.
- Provide classroom training, demonstrations, on-the-job training, and meetings.
- Provide performance feedback.
- Conduct continuing education training.
- Provide leadership development education.
- Keep detailed training records.
- Manage and maintain shift schedule for all shifts
- Manage and maintain uniform issue and replacement program
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the security force training program and day-to-day operations.

Required:

- 2 years experience managing unit/organizational training in a military/law enforcement environment
- Demonstrated experience developing a training program of study to meet required standards
- Experience in a leadership role
- Successfully completed service equivalent instructor training course
- Candidate must be a US Citizen or Permanent Resident (Green Card Holder)

Related Skills:

- Must have excellent computer skills, familiar with all Microsoft Office applications
- Must have excellent interpersonal and communication skills
- High Energy and Drive.
- High collaboration/ team building skills.
- High ownership and accountability.
- Smart, quick thinker.
- Proven leadership skills.
- Must be organized, neat, detailed, conscientious, and thorough.