

**Employer:** Central Shenandoah Criminal Justice Training Academy  
**Position:** Law Enforcement Training Coordinator  
**Location:** Weyers Cave and Mt Crawford, Virginia  
**Job Status:** Full Time / 40 hours a week  
**Salary:** up to \$43,450  
**Closing Date:** March 6, 2020

The Central Shenandoah Criminal Justice Training Academy, (CSCJTA) is seeking applications for the position of Law Enforcement Training Coordinator. CSCJTA is a full-service Training Academy certified through the Virginia Department of Criminal Justice Services. The academy services 58 law enforcement, jail/corrections, and emergency communication agencies.

**Position Summary:** The position performs administrative and instructional tasks for both entry-level and in-service Law Enforcement training programs. The Training Coordinator will plan, create, manage, recommend, and direct new training initiatives and report to the Assistant Director all findings and concerns. Perform other duties as assigned. All work is performed under the direct supervision of the Assistant Director. This position may require overnight travel.

**Qualifications:** The applicant must have at least a H.S. diploma. Some college and military experience preferred. In addition to the education requirements, the applicant **must** be certified as a Law Enforcement Officer. The applicant must hold a valid driver's license and be able to obtain other required certifications within 12 months of hire and be familiar with Academy training. **Those applicants with extensive instructing in training will be given priority.** Applicants **must** have supervisory experience and knowledge in public relations, training, training course creation, training record keeping, and test creation as well as computer skills that include Word, XCEL, Power Point and Access among others. Applicants should be able to participate in physical activity and be able to successfully pass all physical training and physical training testing conducted by CSCJTA.

The successful applicant must be of good moral character and pass a thorough background check which may include a polygraph examination, credit check and drug screen.

The Central Shenandoah Criminal Justice Training Academy is an Equal Opportunity Employer.

**Contact Information:**

To apply send a detailed resume with cover letter and Academy application by E-Mail to Steven Arney, Assistant Director at: [sarney@cscjta.org](mailto:sarney@cscjta.org).

Applicants are accepted until March 6, 2020

For more information, contact Steven Arney, Assistant Director at (540)234-9191