



JOB TITLE: Theatre and Film Instructor

We are looking for a dynamic and committed individual who is passionate about educational programming, career development, and empowering youth to reach their full potential.

Career Trek is a not-for-profit organization that helps young people discover the importance of post-secondary education by providing hands-on career-oriented programming at post-secondary institutions across Manitoba. Career Trek helps young Manitobans discover their full potential by providing them with hands-on learning opportunities designed to develop the skills, knowledge, and values necessary for future success. These experiences help to increase educational attainment, career satisfaction, and community stewardship levels.

EXECUTIVE SUMMARY:

Career Trek Instructors facilitate career exploration and essential-skills development lessons to groups of up to 15 program participants, ages 10-11. Instructors assemble supplies and equipment for lesson delivery, work with our in-house curriculum team to modify lesson plans and instruct our participants as they discover new careers through a hands-on format. This position will work closely with a post-secondary campus of other instructors to deliver full days of meaningful lessons and mentorship.

This position will be operating out of Winnipeg at the University of Manitoba.

MAJOR DUTIES AND RESPONSIBILITIES:

- Deliver lessons about careers in the engineering field to participants
- Prepare for Saturday lessons by readying and purchasing materials
- Perform safety and hazard checks regarding room booking space, lessons materials, and lesson equipment
- Report to both the Campus Coordinator and Program Coordinator regarding issues with participants, room booking space, lesson materials, and lesson equipment
- Provide additional supervision for the participants during lunch-hours
- Communicate with the curriculum development team regarding the lessons they provide you with, including constructive feedback, new suggestions, and possibilities for the upcoming programming year
- Additional duties as assigned



EDUCATION AND QUALIFICATIONS:

- Applicant must be a post-secondary student, currently studying within the Theatre and Film faculty
- Must have the ability to work in a team setting
- Must be accepting of constructive feedback on lesson delivery and be open to implementing those suggestions moving forward
- Must have the ability to follow directions and take initiative
- Must have the ability and be willing to act as a mentor for a Junior Staff member during programming hours
- Valid CPR certificate
- Criminal Background Check is required
- To be eligible, the candidate must:
 - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act 3*; and,
 - be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

TERM DATES:

Career Trek runs on Saturdays from 8:00am-4:00pm between October and April. Interested applicants must be available to instruct on the following days:

October: 20, 27

November: 3, 10, 17, 24

December: 1, 8

January: 12, 19, 26

February: 2, 9, 16

March: 2, 9, 16, 23

April: 6, 13

If you are interested in this position, please follow the link below to submit your information, as well as your resume.

<https://careertrek.ca/registration/index.php/index.php/employment-application-winnipeg/>

Be advised that only those selected for an interview will be contacted. No phone calls please.