



**Job Title:** Instructor  
**Program:** WOW North  
**Job Type:** Casual, Term  
**Term:** May-June  
**Rate of Pay:** \$15/hr  
**Positions available:** Up to 6

Career Trek is looking for a committed individual who is passionate about children and youths to achieve their full educational, career and life potential.

**Career Trek is a not-for-profit organization that, for more than 20 years, has been offering programs for children, youth, and adults in the areas of education and career development. Career Trek provides an experiential, hands-on, learning opportunity that increases skills, competence, confidence, knowledge, self-awareness and understanding. It is Career Trek's belief that its hands-on career-related activities and workshops enhance each participants' level of engagement in their education and ultimately supports the commitment and investment they will make in order to achieve career success and life satisfaction.**

**The Wonder of Work (North) Program** gives children in grades 5 and 6 an opportunity to discover their likes, dislikes, and potential by exploring several occupations and profession, over an extended period through a blended and online learning platform. These experiences showcase the relevancy and interconnectedness of current school curriculum with future life opportunities. In the 2020-2021 program year, WOW The Pas will be facilitated as both a virtual program and a hybrid model with most (if not all) activities held online.

**The Instructor (North Region)** is responsible for the delivery of the career exploration and essential-skill development lessons to the participants. Instructors assemble supplies and equipment for lesson delivery and work with curriculum staff to modify lesson plans. Instructors always build positive relationships with participants and act as positive role model. Instructors practice and role-model Career Trek's 4 R's – respect yourself, respect others, respect your environment, and take responsibility for your actions – through all aspects of their work.

**Duties and responsibilities:**

- Facilitate career development-based lessons created by Career Trek
- Engage and motivate participants
- Ensure that a supportive and safe environment exists for all participants and families
- Teaching the material with online video lessons
- Leading online discussions of the lesson materials
- Responding to participants comments and questions
- Model and encourage professional conduct and a strong work ethic to deliver the highest quality of service possible.

- Ensure the continual safety of participants and staff by following Career Trek's risk management guidelines.
- Other duties as assigned.

**Skills & Requirements:**

- Post-secondary education (in process or completed)
- Demonstrated excellence in oral, written, and interpersonal communication skills
- leadership, decision-making, and organization.
- Ability to work independently and adapt to changing priorities
- Computer skills with ability to use software such as Microsoft Office, and video conferencing software such as Teams, Zoom, etc.
- Ensure that a supportive and safe environment exists for all participants and families
- provide direction and developmental feedback to junior staff to support their personal growth
- Models and encourages professional conduct and a strong work ethic to deliver the highest quality of service possible
- Cleared criminal record and child abuse registry checks
- First Aid CPR (level C) certification (or willing to obtain)
- Graduate of Career Trek or previous connection with Career Trek program is considered an asset
- Other duties as assigned

**Working Conditions:**

- Work will be conducted primarily remote, as the Wonder of Work program will be facilitated as an online program this year. A reliable computer and internet is required.
- Will require a quiet and well-lit environment for online program delivery
- Some in-person may be required such as kit assembly and delivery days. In these work situations, safety guidelines will be observed
- Number of hours per week will vary up to 8 - 16 hrs but will be scheduled with Program Manager in advance
- Training will be provided

**How to Apply:**

Email cover letter and resume to:

Karen LeForte (Program Manager, North Region)

[kleforte@careertrek.ca](mailto:kleforte@careertrek.ca)

**This post will remain open until filled**

While we thank all applicants, only candidates selected for interviews will be contacted.

Career Trek is committed to an employment equity practice that achieves a workforce reflective of the community at large. We encourage all applicants to self-declare. For more information about Career Trek, please visit: [www.careertrek.ca](http://www.careertrek.ca)