



Job Title: Instructor
Program: Wonder of Work
Job Type: Casual, Term
Term: October – May 2021
Rate of Pay: \$13/hr

Career Trek is looking for a committed individual who is passionate about empowering 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 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 will be facilitated as either a virtual program or a hybrid model with most activities held online.

The Instructor are 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 exploration lessons
- Engage and motivate participants
- Ensure that a supportive and safe environment exists for all participants and families
- 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.



**In person vs virtual activities may vary depending on the region, please reach out to your regional contact (listed below) for more details*

Skills & Requirements:

- Demonstrated excellence in oral, written, and interpersonal communication skills
- Leadership, decision-making, and organization
- Ability to work independently and as part of a team
- Ability to 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
- Model and encourage 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)

Assets:

- Post-secondary education, in process or completed, an asset
- Knowledge of Indigenous worldviews, teachings, language or land-based education, with a commitment to on- going learning in the space of truth and reconciliation
- Experience working with Indigenous communities and organizations
- Experience writing programming narratives, partner correspondence, and funding reports
- Experience working with children and youth
- Experience in recruiting and supervising volunteers
- Experience in program development
- Graduate of Career Trek

Working Conditions:

- Work will be conducted primarily remotely for programs in North, West and Winnipeg Regions
- Will require a quiet and well-lit environment for online program delivery
- Some in-person may be required, and safety guidelines will be observed
- Some weekend and evening work may be required
- Number of hours per week will vary but will be scheduled in advance
- Training will be provided

How to Apply:



To apply, please forward your detailed cover letter highlighting your experience along with your resume to the appropriate regional contact listed below. Please include **'WOW Instructor'** in the subject line. The deadline for applications is **Wednesday, Oct. 21st, 2020 at Noon**. Career Trek thanks everyone who applies. Those selected for an interview 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

Winnipeg & South-Eastern Manitoba:

Lori Schmitt (Program Manager, Winnipeg Region)

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Western Manitoba:

Lenya Wilks (Program Manager, West Region)

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Northern Manitoba:

Karen Leforte (Program Manager, North Region)

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