



Job Posting: Program Delivery Staff – West Region
(Instructors, Group Leaders, Assistant Team Coordinator)
Hourly Wage: \$17 - \$18/hour, estimated 8-20/week
Type: Part-Time: October to May 2025
Start Date: October 2, 2024
Reports To: Manager, West Region
Program: Wonder of Work (WOW) and Junior Staff Mentorship Program (JSMP)

Executive Summary

Career Trek Inc. is looking for energetic, dynamic, and creative individuals who thrive in a space of innovation, growth, change, and out-of-the-box thinking to work as **Program Delivery Staff in Brandon, Manitoba**. Reporting to the Manager, West Region, the primary role of the Program Delivery team is to facilitate an exciting and engaging career education experience for students in Grades 5 to 12 and provide supervision. The Wonder of Work (WOW) program runs on Saturdays and prepares programming during the weekday.

Who Are We Looking For?

Career Trek is looking for a self-starter with a can-do, roll-up-your-sleeves attitude who is not afraid to jump in wherever necessary to get the job done, has a willingness to learn and find a way to connect with young people by releasing your own inner child to ensure a fun and engaging camp experience!!

We are looking for individuals who are ready to take on the challenge of engaging with the community and families, implementing quality programming, and getting youth interested and excited about careers exploration!

Under the guidance and supervision of the Manager and Coordinator, the main areas of work include:

1. Facilitating or co-facilitating camp activities according to lesson plans.
2. Inspiring and motivating participants, by guiding discussions and addressing relevant questions.
3. Responsible for program setup, including preparation and cleanup of supplies and assisting with inventory management.
4. Accurate record keeping and reporting, along with documenting camp activities, highlights, and relevant details through photos and session reports.
5. Ensuring a clean and safe work environment.
6. Staying informed about participants' dietary and medical requirements.
7. Providing guidance, support, and mentorship to all participants.

Career Trek is looking for individuals with a special mix of skills, experience, and an understanding of the importance of creating a positive learning environment for young people. If you have a blend of some of the skills listed below with an openness and willingness to learn then please forward your cover letter and resume to careers@careertrek.ca:

- A combination of education, experience (work, volunteer, self-taught or lived) and professional development that demonstrates your knowledge and understanding of community development, program planning, implementation and evaluation and stakeholder relations.
- Some experience working with youth from equity deserving groups.
- Familiarity with, working knowledge of Microsoft applications including Teams and Outlook
- Some experience with public speaking or program/workshop facilitation or willingness to build these skills.
- Familiarity with running events or programs.
- Ability to meet deadlines and be accountable for results.



- Organizational, interpersonal and time management skills
- Demonstrated oral and written communication skills.
- Ability to problem-solve that is guided by a creative, innovative solutions-oriented mindset.
- Ability to work as a Team to ensure the success of the summer camp.

Assets

- Post-Secondary Education (in-progress or completed).
- Experience, knowledge or understanding of career development and its importance at an early age.
- Knowledge of Indigenous worldviews, teachings, language, or land-based learning.
- Knowledge of challenges faced by Newcomers and other youth from racialized communities.
- A willingness to learn and build skills related to program delivery, youth engagement and personal growth and development.
- Interest in making a positive impact.
- Valid driver's license and access to a reliable vehicle.
- Use of personal vehicles to transport supplies to and from storage.
- Ability to use a personal vehicle for transporting program supplies to and from storage locations as needed.

Additional Information

- A Saturday commitment is required.
- Weekend and evening work may be required.
- Some lifting of items (15 to 20lbs) may be required.
- Satisfactory Criminal Background Check and Child Abuse Registry Check.
- Must have or be willing to obtain a valid First Aid CPR (Level C) certification at your own expense.
- Career Trek is committed to truth, reconciliation, equity, inclusion, and belonging. All staff are expected to participate in learning and development in these areas, both individually and collectively, and to work from an anti-racism and anti-oppression lens.

If, after reading the posting and learning about some of the key responsibilities, you're still interested in applying, please forward your detailed **cover letter** highlighting your experience, along with your **resume**, to Careers at: careers@careertrek.ca.

- Please include '**Program Delivery Staff - West Region**' in the subject line. The deadline to submit your resume and cover letter is September 30, 2024.

Career Trek thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Career Trek is committed to employment equity practices that achieve a workforce reflective of the community at large and the participants it supports through its programming. We encourage applicants to self-identify as Indigenous, Two-Spirit, Black, a Member of a Racialized Community, A Person with a Disability, LGBTQQIA+.

IMPORTANT NOTE: While there are no current public health orders or vaccination mandates in place as it pertains to COVID-19, should this change, Career Trek will reinstate its mandatory COVID vaccination policy which requires all staff to be fully vaccinated and provide proof as such as a condition of employment.

For more information about Career Trek please visit: www.careertrek.ca