



Career Trek is excited to build our 2021-22 Wonders of Work (WOW) Program Delivery Team

Available Positions:	Instructor, Facilitator
Programs:	Wonder of Work Brandon, Wonder of Work Dauphin
Job Type:	Term, Part-time
Term:	October 2021 – May 2022
Rate of Pay:	\$13 - \$14 per hour
Locations:	Brandon, Dauphin, and surrounding region
Application Deadline:	November 3 rd 2021 (or until positions are filled)

Position Summary:

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. **Wonder of Work (WOW) Instructors and Facilitators** will work within a team of Career Trek staff to ensure the safe, engaging and effective delivery of programs. Instructors and Facilitators are responsible for the delivery of the career exploration and essential-skill development lessons to the participants and work with curriculum staff to modify lesson plans.) Instructors and Facilitators build positive relationships with participants and 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:

Reporting to the **Program Manager**, Instructors and Facilitators will:

- Facilitate career exploration lessons and supervise participants' activities.
- Engage and motivate participants, by
 - o Leading online discussions of the lesson materials
 - o Responding to participants comments and questions
- Ensure that a supportive and safe environment exists for all participants, volunteers and staff.
- Assist in the assembly and distribution of lesson kits.
- Review and prepare for each lesson and activity.
- Develop and maintain effective working relationships with Career Trek staff, volunteers, and community partners.
- Attend meetings, as needed.
- Ensure safety standards are in place and followed consistently to meet organizational guidelines.
- Model and encourage professional conduct and a strong work ethic to deliver the highest quality of service possible.
- Other duties as assigned.



Duties & Responsibilities:

- Facilitate career exploration lessons.
- Engage and motivate participants.
- Ensure that a supportive and safe environment exists for all participants, their families, community partners, staff, and volunteers.
- 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.

Skills & Requirements:

- Post-secondary education (in process or completed).
- First Aid CPR (level C) certification.
- Fully vaccinated
- Demonstrated excellence in oral, written, and interpersonal communication skills.
- Strong computer skills with ability to use software such as Microsoft Office, and video conferencing software's such as Teams and Zoom.
- Ability to work independently, and as part of a team, and be able to adapt to changing priorities.
- Provide criminal record and child abuse registry checks.

Assets:

- Valid Manitoba driver's license and access to a vehicle.
- Graduate of Career Trek or previous programming experience.
- Knowledge of Indigenous worldviews, teachings, language, or land-based education.
- Knowledge of barriers (real and perceived) that youth may face in gaining a post-secondary education and achieving fulfilling careers.
- Knowledge of career fields.
- Experience working with Indigenous communities and Organizations.
- An understanding of Canada's history and relationship with Indigenous Nations with a commitment to on-going learning in the space of truth and reconciliation.
- Experience working with youth.
- Graduate of Career Trek or previous programming experience.

Working Conditions:

- Work is intended to be in-person, however, may be shifted to virtual at-home programming which would require staff to work remotely.



- In-person program delivery will be done in accordance with safety protocols and guidelines laid out by public health and community officials.
- In the event of virtual program delivery, will require
 - o A stable internet connection
 - o A quiet, well-lit environment
 - o May require a computer.
- Some weekend and evening work may be required.
- Number of hours per week may vary but will be scheduled in advance.
- Some travel may be required.
- Training and ongoing support will be provided.
- Candidates may work more than one program/role if programming schedules do not overlap, and hours worked don't exceed 30.

How to Apply:

Email cover letter and resume by **Monday, October 13, 2021, at 3:00 pm** to careers@careertrek.ca. Please include **'WOW Brandon/Dauphin Positions'** in the subject line. While we thank all applicants, only candidates selected for interviews will be contacted. In your application, please include your availability and try and be specific with hours such as 9:00 am to 3:00 pm versus general comments such as "days"

Career Trek's Vision:

We envision a Manitoba where all citizens are able to realize their full career and education potential.

Career Trek's Mission:

We aim to give young Manitobans the experiences and information they need to succeed. They develop knowledge, relationships, and values that will help them find educational and career success.

About Career Trek:

Career Trek is a registered charity that helps young people discover the importance of education and career development. Career-oriented programming, complete with hands-on activities, ignites participants' passion for learning. Career Trek inspires young people to recognize their own 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 Treks belief that it's hands on career related activities and workshops enhance each participant's level of engagement in their education and ultimately supports the commitment and investment they will make in order to achieve career success in life satisfaction. With Career Trek, the path to career success becomes clear and well-marked. Participants leave the program empowered by knowledge and experience. They can make important decisions about the future.