



## JOB POSTING

### CONTRACT POSITION: SKILLS DEVELOPMENT TRAINER

#### **ABOUT US**

Safe City Mississauga, a registered charitable organization, is guided by the vision of Mississauga being a crime free city to live, work and play and is mandated to provide programs, services and information that contribute to the prevention and reduction of crime and the promotion of community safety initiatives in the City of Mississauga.

#### **POSITION**

Safe City Mississauga is seeking a part-time (15 hours/month) Skills Development Trainer. This position requires strong coordination and communication skills, knowledge of child and youth development, knowledge about the Ontario Education system, evaluation skills, and the ability to develop programming. The successful candidate will be responsible for scheduling and providing the Skills Development Training to volunteer tutors and Site Coordinators regarding modern teaching pedagogies and strategies, learning styles, assessment, and behaviour management. In addition, the Skills Development Trainer will be responsible for providing one-on-one consultations to volunteers, participate in parent meetings when needed, assist in the making and administration of the Aspire Diagnostic Math Assessments, and execute the training evaluation. Furthermore, the Skills Development Trainer may be required to deliver presentations at special events and assist in program supervision at Aspire site locations. The Skills Development Trainer will report directly to the Youth Development Supervisor (North-West).

#### **TERMS**

- Status: Contract- Part-time
- Duration of Contract: 9 months (*April 2018 – December 2018*)
- Hours of Work: 15 hours per month. Non-standard work week. Must be able to work evenings and weekends as required.
- Compensation: \$14/hour
- Location: Mississauga, Ontario with travel throughout the Peel Region and surrounding GTA.
- Police background check required/ CPR and First Aid Certification an asset.
- Clean driving licence required and must have access to a vehicle.
- Reference checks will be conducted prior to extending an offer.

#### **QUALIFICATIONS AND SKILLS**

<b>Qualifications</b>	
Education	<ul style="list-style-type: none"> <li>• Degree in Education</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• An academic understanding of the causes and effects of crime</li> <li>• A practical understanding of program and project delivery</li> <li>• A practical understanding of the non-profit sector</li> <li>• Knowledge in executing evaluation plans in alignment with an established framework is considered an asset</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of working with students with cognitive, emotional, physical and behavioural exceptionalities</li> <li>• Knowledge in executing Individual Education Plans</li> <li>• Knowledge of various teaching strategies/ methodologies, pedagogies, and different student learning styles</li> <li>• Knowledge of Ontario Elementary curriculum</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>• Working with children and youth</li> <li>• Office administration experience</li> <li>• Non-profit experience preferred</li> <li>• Experience in creating and modifying student-learning assessments</li> <li>• Ability to educate volunteers on the development and implementation of effective lesson plans</li> <li>• Ability to create learning resources</li> <li>• Experience in implementing classroom management strategies</li> <li>• Strong ability to present and deliver information clearly</li> </ul>
<b>Competencies/ Skills</b>	
Management / Coordination	<ul style="list-style-type: none"> <li>• Provides skills development training for tutors and site coordinators using modern teaching techniques and educational pedagogies</li> <li>• Coordinates and prioritizes tasks appropriately for program delivery</li> <li>• Responds to requests for information in a timely manner</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Ability to express oneself and communicate with others verbally</li> <li>• Ability to work collaboratively and build relationships</li> <li>• Ability to provide guidance and support to volunteers through effective communication practices</li> <li>• Ability to provide information regarding Aspire to parents, families, and the general public as appropriate</li> <li>• Ability to form meaningful relationships with individuals and groups within a diverse community context</li> </ul>
Technical	<ul style="list-style-type: none"> <li>• Proficient in Prezi</li> <li>• Proficient in Microsoft Office (Word, Excel, and Google Docs)</li> <li>• Proficient in online productivity tools (e.g. survey tools)</li> </ul>
Organizational/ Time Management	<ul style="list-style-type: none"> <li>• Strong planning and time management skills sufficient to prioritize role deliverables and meet weekly reporting and activity deadlines</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>• Anticipates, identifies, and defines problems</li> <li>• Seeks root causes</li> <li>• Develops and implements practical and timely solutions</li> </ul>
Accuracy	<ul style="list-style-type: none"> <li>• Ability to process information with high levels of accuracy</li> </ul>
Interpersonal	<ul style="list-style-type: none"> <li>• Demonstrates exceptional customer service skills e.g. assertiveness, listening, empathy, positive attitude</li> <li>• Well-spoken, confident in delivering presentations, can handle competing multiple priorities</li> <li>• Personable and approachable</li> <li>• Communicates with tact and empathy</li> <li>• Displays flexibility and resiliency in a changing environment</li> </ul>

### **TO APPLY**

Please send your electronic application to [nmokriy@safecitymississauga.on.ca](mailto:nmokriy@safecitymississauga.on.ca) by 4:30pm on Friday, April 13, 2018. Applications received after this time will not be considered.

Your application should include: (a) a cover letter explaining your interest in the position and why you are well suited for it, (b) your curriculum vitae/ resume, (c) and a list of three references.

We thank all applicants, however, only candidates selected for an interview will be contacted. This position is not eligible for relocation assistance. No agencies and no phone calls, please. Nothing in this posting should be construed as an offer or a guarantee of employment. Successful candidates are expected to undergo a police reference check.

Safe City Mississauga is an equal opportunity employer, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities.