



VOLUNTEER POSTING

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. **Safe City Mississauga's Aspire program** provides no-cost tutoring and mentorship to students JK to grade 6 in high priority neighbourhoods in Mississauga.

POSITION

Safe City Mississauga is seeking an experienced trainer/educator to fulfill the volunteer position of **Aspire's Skills Development Trainer**. This position requires strong communication, organizational, and time management skills. The Skills Development Trainer will be a strong independent worker, have experience with education and/or training, and experience working with youth. The successful candidate will be responsible for providing lesson planning and rapport-building training and techniques for volunteers in the Aspire program using modern teaching techniques and educational pedagogies. In addition to providing the training, the Skills Development Trainer will be responsible for booking and scheduling volunteers to attend the training, and maintain a communications and attendance database (to track the completion process of each volunteer). The Skills Development Trainer will also provide occasional one-on-one support for volunteers in need of extra instruction, and report back to the Community Services Manager as required. This position will report directly to the Community Services Manager.

TERMS

- Status: Volunteer
- Hours of volunteering: Maximum 15 hours per month (1-2 training sessions per month plus home-based administrative work).
- Term: December 2019 to June 2020.
- Location: Mississauga, Ontario (travel required to site locations across Mississauga – see website for Aspire location addresses).
- Police background check required/ CPR and First Aid Certification an asset.
- Must have reliable access to a vehicle.
- Reference checks will be conducted prior to extending an offer.

HOW TO APPLY

Send your resume, cover letter, and at least two non-personal references to Samantha Gob, Community Services Manager, at csmanager@safecitymississauga.on.ca by no later than **Thursday, November 14th at 11:59 pm**.