



Douglas College

JOB POSTING (EXTERNAL)

POSITION:	Training Facilitator "On-Call"	COMPETITION #:	2010-003A
DEPARTMENT:	BOE, Student Development	CLASSIFICATION:	Pay Level 12
REPORTING STATION:	New West	SALARY RANGE:	\$21.66 per hour

This temporary, on-call position is available for the anticipated period of January 1 to December 31, 2010. Exact schedule to be assigned.

PRIMARY FUNCTION:

To provide training, under faculty guidance, to students in the BOE program, and to work with faculty in developing and implementing individual learning plans and training strategies for students with varying degrees of specialized needs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good working knowledge of English (written and verbal).
- Graduate (Certificate) of the Classroom and Community Support Worker Program and one year related practical experience, or equivalent combination of education and experience.
- Demonstrated ability to train persons with special needs to acquire vocational skills in a classroom setting and/or on the job.
- Demonstrated interpersonal skills for communicating courteously and effectively with students as well as staff, faculty, administrators, parents, guardians and related practicum employers and supervisors.
- Demonstrated ability to work independently with minimal supervision; establish priorities and be adaptive to change.
- Demonstrated ability to work as an effective team member.
- Demonstrated ability to analyze effectively the component tasks of a job function at a work site for training purposes.
- Demonstrated ability in composing routine correspondence and reports.
- Holds a valid B.C. Driver's Licence and has access to a motor vehicle for work related functions.

[LINK TO JOB DESCRIPTION](#)

It is the responsibility of all interested applicants to ensure that a current resume and cover letter is received by the Employee Relations Department. This competition is **ongoing**. Please ensure your resume clearly demonstrates how you meet the required knowledge, skills and abilities of the position for which you are applying.

Late applications will only be accepted if the employee is absent from work due to sickness or vacation at the time of posting and provided the application is received before another applicant is selected.

Please submit your resume and cover letter to jobs@douglas.bc.ca

NOTES:

- Qualified internal applicants shall be given first consideration in filling this position.
- If no applicant fully meets the pre-requisites, appointment may be made at a lower classification level.
- Regular employees contemplating on applying for temporary positions should refer to Article 28.1(a) and Article 28.1(d) of the collective agreement.

Douglas College offers an excellent salary/benefits package, including indexed pension plan, on-site fitness and daycare facilities, and opportunities for professional development.