



Douglas College

Job Posting The Training Group

Welcome to the Human Resources Department Job Postings page for The Training Group Contract Employees.

Current jobs are listed according to the program requesting the position.

The Training Group

POSITION: Skills Coach
PROGRAM: Employment Skills Access (ESA)
Oil and Gas Pre-Employment
LOCATION: Coquitlam and Surrey

Two Positions based between both sites

Competition Number: 2012-002T

Internal/External Posting

- **This is a full-time, temporary contract position available for the anticipated period of January 2012 to August 31, 2012.**
- Receives direction from the Contract and Community Services Programmer (CCSP).

The Skills Coach is responsible for assisting clients to address skill deficits identified for successful achievement of occupational goals and develop an 'Individualized Employability Plan' (IEP).

Preference will be given to candidates who have hands on experience in the Oil and Gas or relevant Industry. A knowledge of Industry Specific Essential Skills is required.

Candidates should be able to demonstrate the ability to:

- Facilitate one to one and group workshops and seminars.
- Evaluate learners at regular intervals.
- Develop Occupation Specific Curriculum (Trades/Oil and Gas).
- Liaise with referring parties re: client progress.
- Participate in ESA team meetings.
- Complete documentation for client files.
- Complete and submit monthly activity reports of specific summary information.
- Miscellaneous duties, as required.

Skills Coach Qualifications:

- Demonstrated ability to develop employability skills tools/workshops.
- Willing to learn and apply Essential Skills required for application in learning

tools.

- Familiar with Essential and Employability Skills resources and tools.
- Experience with group facilitation and individual coaching.
- Demonstrated ability to use computer software applications, such as Microsoft Office at an intermediate level.
- Ability to organize documentation and maintain confidential client progress files.
- Ability to create/write reports, business correspondence and presentations.
- Have access to a vehicle and holds a valid BC Driver's license.

The selection committee will begin a review of applications by 4:30 pm, January 30, 2012, however, the posting will remain open until the position is filled. Please forward a copy of your resume and cover letter, quoting the job competition number and outlining how your skills, experience and training meet the position requirements to:

DOUGLAS COLLEGE
Human Resources Department
PO Box 2503
New Westminster, BC V3L 5B2
Email:
careers@douglascollege.ca

We wish to thank all applicants for their interest. Only those applicants selected for further consideration will be contacted.