



DOUGLAS COLLEGE

If loving what you do and being good at it is your definition of a great career
...welcome to Douglas

CAREER OPPORTUNITY

Position:	"On-Call" Training Facilitator-Basic Occupational Education (BOE)	Competition Number:	2012-018A
Department:	Child, Family & Community Studies	Classification:	Pay Level 12
Location:	New Westminster Campus	Salary Range:	\$21.66 Hourly

Douglas College is a degree-granting college emphasizing personal and career growth through academic exploration. Our vision is to be the largest and most progressive baccalaureate degree-granting college in British Columbia. We believe the definition of a good career is loving what you do and being good at it. Here, we'll help you uncover new passions, new strengths and new dreams. We'll push you to be better and give you the support to learn, grow and become what you've always wanted to be.

The Role

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The On-Call Training Facilitator-BOE contributes to the success of Douglas College and its community of learners by providing training, under faculty guidance, to students in the BOE program, working with faculty in developing and implementing individual learning plans and training strategies for students with varying degrees of specialized needs while providing exceptional client-centred service on a consistent basis to all stakeholder groups.

To be successful in this role you will need:

1. A certificate from the Classroom and Community Support Worker Program and one year related practical experience. An equivalent combination of education, training and experience may be considered.
2. Excellent interpersonal skills including written and verbal fluency in the English language.
3. A demonstrated ability to:
 - o train persons with special needs to acquire vocational skills such as electronics assembly, retail skills, or food services in a classroom setting and/or on the job.
 - o communicate courteously and effectively with students as well as staff, faculty, administrators, parents, guardians and related practicum employers and supervisors.
 - o work independently with minimal supervision; establish priorities and be adaptive to change.
 - o work as an effective team member.
 - o analyze effectively the component tasks of a job function at a work site for training purposes.
 - o compose routine correspondence and reports.
 - o research and develop learning strategies.
4. A valid B.C. driver's license and access to the use of a motor vehicle is essential.



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Work Arrangements

This **on-call** position is available on an on-going basis at both the New Westminster and David Lam campuses. Hours of work are generally between 8:00 a.m. - 4:30 p.m., Monday to Friday. Scheduled hours range between 4 hours to 35 hours per week depending on the assignment.

What Douglas Offers

Douglas is one of the best places in Canada to help you do what you love – and be good at it. Our open supportive atmosphere, excellent salary/benefits package, including on-site fitness and daycare facilities, and opportunities for professional development are just a few of the reasons you want to work here.

Interested applicants must ensure that a resume and cover letter is received in the Human Resources Department. The selection committee will begin reviewing resumes on **February 23, 2012. Please ensure your resume clearly explains how you meet the required knowledge, skills and abilities of the position for which you are applying.**

Qualified internal applicants shall be given first consideration in filling this position.