



## Job Posting

### Fulltime Trainer/Facilitator

London Training Centre has an immediate full-time permanent position of **Trainer / Workshop Resource Centre Facilitator**

Hours of work: Typically, Monday to Friday 8:30am – 4:30pm however this position will require the employee to work outside of the regular hours, occasional evenings and weekend days. This is a salaried position including benefits.

The primary role of the Trainer/Facilitator is facilitating training sessions and employment workshops, providing client support in the employment resource area, preparing materials for training sessions/workshops and ensuring facilities are tidy and organized before and after each session. Responsibilities for this role include assessing and evaluating participants; documenting internal and external training and certification programs according to the content and standards of each program. Utilizing a variety of adult learning methods, the trainer/facilitator will instruct participants individually or in groups in-house or offsite that engage participants and meet their learning objectives. The facilitator will engage in and support the training team with community outreach and marketing activities as needed.

The combined position of **Trainer /Workshop Resource Centre Facilitator** will be responsible for, but not necessarily limited to, the following duties:

#### **Duties and Responsibilities of this position include:**

##### **Trainer/Facilitator**

- Instruct participant's individually and in groups, using a variety of delivery methods and training techniques both at London Training Centre and in the community.
- Deliver all curriculums according to the content and organizational standards of the program.
- Ensure quality training through effective monitoring and assessment of the participant's skills compared to defined standards.
- Establish clear objectives for all courses and maintain classroom code of conduct to ensure a safe and engaging learning environment.
- Arrive punctually to trainings and manage time effectively to ensure all aspects of the course are delivered within specified timelines.
- Ability to be adaptable and professional in a dynamic and changing workplace.
- Possess a valid driver's license and have access to a vehicle.
- Enter data into the organization's data management system.
- Completing reports and documentation on activities as required.
- Undertaking other tasks as assigned.

## **Employment Resource Centre**

- Acting as first point of contact for clients and visitors to the London Training Centre. Greeting visitors, responding to inquiries, and supporting clients and visitors within the Resource Centre.
- Facilitate / instruct clients (one to one or groups) in computer basics, MS Word, MS Excel, social media, internet use and navigation.
- Effectively communicate to visitors of London Training Centre all protocol and procedures related to access of the organization's services.
- Maintain Resource Centre in a neat, orderly, useful and accessible manner.
- Engaging in and supporting the Employment Services and Training teams with community outreach and marketing activities as needed.
- Provide ongoing support to the general public accessing the Resource and information area of London Training Centre.
- Assists the receptionist as required during peak times and provides assistance to clients and guests including but not limited to: resumes, cover letters, online applications, faxing, photocopying, scanning, community information, job search strategies.

### **The Ideal Candidate:**

Will possess a post-secondary degree and have previous facilitation and/or employment experience in human services, education or training. Preference will be given to those candidates that possess certification to be able to train First Aid + CPR and/or an expressed interest in this aspect of the position. We are also looking for a person with strong qualifications and a drive to do their best. We value excellence, teamwork, learning, diversity, integrity and high levels of commitment to customer service.

### **Application Deadline: February 26, 2018**

Interested candidates should forward a cover letter and resume to:

Kristie Balatsoukas / Hiring Committee  
[kristie@londontraining.on.ca](mailto:kristie@londontraining.on.ca)  
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