



**CAREER LINK/PREP SOCIETY
CONTRACT POSITION
BLADERUNNERS PROGRAM FACILITATOR**

This contract position will consult with the Training Services Coordinator and the Career Link Manager about BladeRunner program needs and/or support, as required. As a contractor to the PREP Society, this position is accountable to the PREP Board of Directors.

Contract hours, estimated at 360 hours over 11 weeks twice a year, are subject to funding and participant needs. We anticipate the contract will commence in early August 2017 for a September BladeRunners start date. A second intake date is anticipated for early 2018.

Terms of Reference

The BladeRunners Program Facilitator is expected to adhere to Career Link's Guiding Principles in delivering their services.

Summary

Using the guidelines provided by the Training Services Coordinator and the BladeRunners program, the Facilitator is responsible for facilitating two intakes of the BladeRunners program. BladeRunners helps participants aged 15 to 30, with multiple barriers to employment, successfully transition into the workplace. By providing essential certifications, work placement opportunities, job search support, and personal guidance, Bladerunners helps to ensure participants have what it takes to get hired.

Qualifications

- Degree in human services field or post-secondary combined with related and proven experience in employment training field
- Certification or demonstrated experience as: life skills coach, facilitator, job placement or employment counsellor
- A background working with and instructing unemployed young adult learners
- Knowledge of job readiness requirements in Powell River labour market
- The ability to create curriculum and lesson plans that address a variety of learning styles
- Knowledge of resume and cover-letter content and formats
- Current advanced computer skills (Microsoft Office: Word and Outlook)
- Knowledge of social media (LinkedIn, Facebook, Twitter)
- Familiarity with Microsoft PowerPoint is an asset
- Demonstrated ability to work independently and to contribute effectively within a team
- Excellent capacity to learn quickly and adapt to changing demands
- A satisfactory criminal record check

Duties

- Preparing and facilitating life skills and employment workshops within a four-week program
- Adjusting workshop curriculum in response to new information or client needs
- Working with Career Link counselling team and the Work Placement Coordinator, assess client eligibility and suitability for program
- Ensuring that workshop supplies and external training sessions have been arranged and are in place before the program begins
- Working with Career Link staff and BladeRunners provincial liaisons to handle BladeRunners program administrative details: ensuring attendance/registration procedures are in place, invoicing is completed and participant allowances are paid, where appropriate
- Consulting with Training Services Coordinator and individual Career Link counsellors in person or in writing, providing information on individual clients regarding action plans and other employment-related goals, including training and job search
- Compiling participants' written evaluations for submission to the Training Services Coordinator
- Being available for workshop participants before and after sessions as required
- Reviewing and evaluating program components, conducting both formative and summative evaluations including client follow-up; documenting all changes and their outcomes
- Performing other related duties as required