



## **Job Description**

**Position:** Life Skills Instructor, Contract Position

## **Organizational Introduction**

Momentum is an award winning and nationally recognized community economic development organization utilizing innovative approaches to poverty reduction. We use financial literacy, small business development and skills training to empower people as they exit poverty.

Momentum utilizes the services of contractors to meet program and organizational needs. This role is positioned as a contract (self employed) relationship requiring both parties to adhere to Canada Revenue Agency guidelines.

Momentum Contractors are expected to work co-operatively with staff; demonstrate flexibility in organizing work while showing a high degree of initiative, discernment, and resourcefulness; have good communication skills; and demonstrate thoughtfulness in decision making. Contractors must be non-judgmental and receptive in approach, and reflect genuine concern, respect and commitment towards the individual, family and community.

## **Responsibilities**

Deliver a Life Skills curriculum to adult Immigrant and Indigenous participants in a Trades Training program. The upgrading component of the Trades training program is an integrated training program, with an emphasis upon successful integration into the Alberta labour market.

- Instruction and practice in English, adequate to prepare participants to find and hold a job in their field of training:
  - Students are able to manage and gain meaningful life skills that will positively impact their life and career
  - Participants have an increased self-confidence, self-knowledge, improved relationships and build a support network
  - Participants understand the culture of the Canadian workplace
- Monitor participant attendance and report all absences/irregularities to program staff
- Communicate participant progress with program staff and collaborate on any additional supports participants may require
- Attend planning and consultative meetings with department staff as required.

## **Outcomes:**

- Students have an increased ability to use English (80% of students will pass the pre-apprenticeship exam)
- Students increase their employment skills in order to access employment (80% of students will report satisfaction with the quality, curriculum and instruction in the academic upgrading portion, through evaluations administered at program end by Momentum)
- Students have increased competence with life skills to manage their own personal affairs (All students will maintain acceptable scores during the program, considering their initial level of ability)

- Students can access appropriate employment using the skills gained in the Trades Training Program (80% of students will report improvement in self confidence and self knowledge, less job frustration, improved relationships, and can offer an example of a strategy applied successfully, through interviews or written evaluations)

**Qualifications:**

- Degree in Education, Adult Education or other related profession.
- Experience in delivering a comprehensive curriculum to adult learners using adult education principles.
- Experience in delivering a curriculum that will result in meeting outcomes, in this instance support participants to gain employment in their trade.
- Experience designing curriculum to meet the needs of ESL learners preparing to enter the trades.
- Demonstrated ability in working with marginalized individuals, ESL adults, developing rapport with participants, program evaluation, classroom management, individual educational support, and individual and group employment support.
- An understanding of the Calgary labour market, and ability to update lesson plans that will achieve the outcome of long term, career oriented, sustainable employment.
- Preference for self employed individuals with an incorporated business.

**Hours:**

Approximately 100 daytime hours for each Trades Training Group delivered three to four times per year. The total instructional time is allocated between three Contract Instructors (Life Skills, Math/Science and English). The program operates 8:45-4:45 Monday to Thursday. The schedule has a degree of flexibility when being designed. Momentum intends to operate four sessions in the 2017 – 2018 year.

**To apply:**

Please forward resume with covering letter:

**Via e-mail to: [job@momentum.org](mailto:job@momentum.org).**

State competition number in subject line of email.

**Competition Number: MOM0701**

Closing Date: Until suitable candidate is found

Applicants must state salary expectations in their cover letter.

Momentum is an equal opportunity employer. Persons from diverse groups are encouraged to apply. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.

To see why Momentum is a great place to work and what we have to offer visit [www.momentum.org](http://www.momentum.org)