



## Foundations Instructor Contract Position

At Trade Winds to Success Training Society, our mission is to empower Indigenous individuals in Alberta by providing pre-trades training. We are currently seeking individuals interested in short-term contracts (6 weeks) to facilitate academic preparation for participants in our programs.

These contracts will take place across various locations in Alberta, providing an opportunity to work in diverse communities and assist individuals in their journey toward successful trades careers. Each year, we anticipate offering 4-6 of these 6-week contract opportunities, allowing flexibility for facilitators to contribute throughout the year.

The primary focus of the role is to support participants by providing relevant training and skill-building, tailored to meet the needs of individuals preparing to enter the workforce in the trades sector. Facilitators will be key in creating an inclusive, encouraging environment that fosters success and growth.

In line with our mission, we actively collaborate with funders and various stakeholders to engage potential program participants. The responsibilities include:

1. Facilitating classes in math and science using the established Trade Winds curriculum to help students pass their apprenticeship entrance exam.
2. Offering tutoring support to clients who need additional assistance.
3. Preparing and printing lesson materials ahead of each class.
4. Participating in weekly student progress meetings and providing feedback on student-related matters.
5. Collaborating with the Student Services Manager to identify at-risk students or areas of concern.
6. Recording and tabulating student marks, and sending required data for client hard copy and digital files to the Program Assistant.
7. Ensuring that certificates and safety tickets collected from students are forwarded to the Program Assistant for inclusion in hard copy and digital files.
8. Meeting clients at AIT on exam days to assist them in finding the testing site.
9. Collecting all AIT entrance exam results and forwarding them to the Program Assistant for filing and recordkeeping, along with any emails for AIT exempt clients.





## KEY COMPETENCIES:

Excellent instructional and facilitation abilities. Proficient in applying adult learning principles in teaching. Dedicated to inspiring and supporting Indigenous individuals in achieving success in the trades. Strong computer proficiency. Capable of collaborating effectively within a team setting.

## QUALIFICATIONS:

A minimum of two years of experience in teaching technical math and science lessons is necessary. Furthermore, two to three years of experience working with Indigenous clients is preferred. Please note that travel is required for durations of 5 to 6 weeks.

## REMUNERATION & BENEFITS:

This is a contract-based position that will be filled as needed. The contract value will be determined based on the individual's experience.

**Join our team and contribute to making a positive impact in the lives of our students and the Indigenous community.**

**To apply, submit your cover letter and resume to [smccarthy@twts.ca](mailto:smccarthy@twts.ca)**

**Competition will remain open until a suitable candidate is found. Trade Winds thanks all applicants for their interest; only successful applicants will be contacted.**

