



Job Description: **Trainer / Facilitator**

Ontario Network of Employment Skills
Training Projects (ONESTEP)



Trainer/Facilitator

How to Use This Tool:

This tool is not intended to be used in its entirety. Rather, its purpose is to provide a framework for developing a job description that is customized to the unique needs of your organization. As you review the tool, select only those functions / requirements / competencies / skills and abilities that are relevant to the particular position you are reviewing, keeping in mind the position as it actually exists in your organization.

This document includes descriptors for creating a job description.

Possible uses for this tool:

You may find this tool useful when:

- Creating a job description
- Recruiting, interviewing and hiring new candidates
- Appraising the performance of employees
- Identifying staff training and development needs

JOB DESCRIPTION: Trainer/Facilitator

Job Summary

The individual in this position will develop and deliver outstanding training and workshop activities that engage clients, meets their learning objectives and contributes to the program's overall performance targets. Additionally, the Trainer/Facilitator will regularly review their workshop practice to maximize client participation, satisfaction and success.

Essential Job Functions

- Establish clear objectives for all workshops, activities and projects, and communicate those objectives to clients.
- Establish and enforce a classroom code of conduct to maintain a positive learning environment for clients during all workshop activities.
- Prepare materials and training rooms for workshop activities.
- Adapt training methods and instructional materials to meet clients' varying needs.
- Plan and conduct activities for a balanced program of instruction, demonstration and work time that provides clients with opportunities to observe, question, and investigate materials covered during session.
- Instruct clients individually and in groups, using various adult learning methods such as lectures, discussions and group activities.
- Identify, select and modify workshop resources to meet the needs of clients with varying backgrounds, learning styles and special needs.
- Develop new curriculum or modify existing materials to meet the needs of the group.
- Observe and evaluate clients' performance, behaviour, social development and job search activity.
- Maintain effective and efficient record-keeping.
- Provide a positive environment in which clients are encouraged to be actively engaged in the learning process.
- Communicate effectively, both orally and in writing, with clients, co-workers and other professionals on a regular basis.
- Collaborate with co-workers to enhance the instructional environment.
- Meet workshop and program performance goals.
- Meet professional obligations through efficient work habits such as meeting deadlines, honouring schedules and co-ordinating ancillary client services.
- Deliver curriculum according to content and standards of the program.
- Complete case notes for each client.
- Conduct orientation/intake sessions to acquire new clients.
- Compile and report evaluation feedback.

Education Requirements:

- Certificate in Adult Education or measurable experience in the field
- Post-secondary degree/diploma in a related field (e.g., career development, employment counselling, psychology, social work)

Training Requirements:

- Life skills
- Common assessment
- Personality dimensions
- Health and Safety

Additional Knowledge Requirements

- Knowledge of the workplace, jobs and requirements for entry into those jobs.
- Knowledge of the local labour market
- Adult learning principles
- TESL Certificate
- Second language
- Cultural diversity
- Content understanding!

Additional Experience

- Job loss experience
- Teaching/training experience
- Facilitation
- Professional communication
- Content-specific experience