



EXPRESSION OF INTEREST

**Parks, Forestry and Recreation
Division**

Alternate Rate Opportunity

Applicants please note:

- **To apply to this position, you must be an active employee in the Parks, Forestry & Recreation Division**
- All questions related to this Expression of Interest should be directed to the Reporting Supervisor(s) listed below
- **Employees with relevant experience are encouraged to fax a letter of interest and resume (quoting the reference number if applicable) outlining their specific qualifications and skills. E-mail applications will not be accepted.**
- Confirmation of fax receipt will not be provided.
- Resume and cover letters are to be faxed to:

Dina Carrescia 416-392-0023

October 19, 2010 @ 4:00 pm

Coordinator, Training (Acting)

MS-TC-TEY-2010

Salary Range: \$33.37 - \$36.57/ hour

Hours per Week: 35 hours / week

Job Type: Local 79

Number of Positions: 1

MANAGEMENT SERVICES – STAFF SUPPORT

Location	District	Duration	Reporting Supervisor and Phone No.
Metro Hall	Toronto East York	Up to 1 year	Dina Carrescia 416-392-6645

Major Responsibilities:

Responsible to the Supervisor of Staff Support to provide training opportunities for all staff as needed, or as identified, or as required, which meet the organization's goals and professional development needs, the incumbent in this position will:

- Design, develop and deliver training sessions for full-time, seasonal and part-time employees and conduct training-for-trainer courses within a district or functional area
- Coordinate Mandatory Training for Part-time staff
- Participate in the design and development of the department's training plan in consultation with operating divisions, Human Resources staff and the training team. Ensure the training plan reflects department-wide learning needs as identified through ongoing needs assessment
- Assist department staff in designing, conducting and evaluating program-specific training initiatives
- Advise staff regarding individual learning needs and investigate appropriate training opportunities as required
- Research, identify and contract external training resources
- Prepare and update training resource materials, workshop curriculum and maintain a training resource library
- Complete and maintain training records, prepare reports, manage the training budget and perform other related administrative tasks
- Required to travel to various locations in a timely fashion
- Perform other related duties as assigned

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post secondary degree or diploma in education, training or related field or approved equivalent combination of experience and/or education.
2. Excellent understanding of the principles of adult education and demonstrated ability to apply them in a professional environment.
3. Proven ability to design and facilitate training and workshop opportunities for adults.
4. Competency using corporate standard word processing, spreadsheet, presentation and email software.

You must also have:

- Effective group facilitation and interpersonal skills.
- Ability to work well as part of a team.
- Demonstrated ability to work with others to set priorities and develop work plans.
- Excellent oral and written communication skills.
- Excellent administrative, planning and organizational skills.

- Willingness and ability to work flexible hours including evenings and weekends.
- Valid Ontario “Class G” drivers licence