



Call for Contracted Facilitator Services

Tourism Saskatchewan is looking for an expression of interest from qualified individuals to be part of a pool of contracted facilitators for the development and delivery of adult training programs.

Current training is delivered in the areas of Customer Service, Sales, Leadership, Storytelling, Hospitality, Volunteer Orientation, Business Development and Marketing.

Training needs are determined on an ongoing basis throughout the year, so contracts are project-based and delivery can occur during weekday hours, evenings or weekends.

There is no guaranteed minimum number of hours contracted for any individual.

Training delivery can be in-person or virtual, depending on client needs. Facilitators can be based in different communities throughout the province, and may be expected to deliver training in various communities within their respective regions.

Duties

- Classroom training setup and delivery, including the transport of materials to training locations.
- Modification of training materials and activities based on the needs of learners.
- Invigilate exams following provincial and national exam protocol.
- Provide Tourism Saskatchewan with required reports following each training delivery.
- Maintain regular contact with the Workforce Development office of Tourism Saskatchewan.
- Represent Tourism Saskatchewan professionally in all interactions.

Requirements

- A minimum of 5 years' experience in one of the following training areas: Customer Service, Sales, Leadership, Storytelling, Hospitality, Volunteer Orientation, Business Development and Marketing.
- Previous experience in facilitation of training programs is required.

- Working knowledge of adult learning styles, with demonstrated ability to adapt and apply learning materials to meet the needs of diverse groups of learners, is needed.
- Must have experience in working with a wide range of age groups and diverse backgrounds.
- Strong communication skills are required.
- Must participate and complete required facilitator training, including the completion of courses being taught and recertifications when necessary.
- Must have advanced experience using Microsoft Office (including Teams) and Zoom for the delivery of training.
- Must be able to work in remote/rural locations as needed.
- Must be willing to work weekdays, evenings and weekends based on client needs.
- Must have appropriate office equipment, such as laptop, printer, etc.
- Must provide satisfactory criminal record check, including vulnerable sector check.

Other Information

- Facilitators will be compensated based on training development and delivery, using an hourly rate up to \$50/hour.
- Must have a valid driver's license and reliable vehicle. Mileage will be paid for approved travel.
- Must be able to provide verification of appropriate liability insurance coverage.

Applications

Please apply by submitting a current resume detailing education and experience in relevant areas of expertise. Also include a cover letter indicating the training you are interested in facilitating along with your community of residence.

Applications should be sent to careers@tourismsask.com by Tuesday, April 30, 2024.