# Employment Opportunity

**Posting Number:** 2025-006

**Position:** Micro-Credential Instructor

**Location:** Rainy Lake Campus, Fort Frances, ON
Manidoo Baawaatig Campus, Kenora, ON

**Start Date:** Varies – based on program requirements

**Deadline:** Ongoing

**Wage:** $60.00 per hour

**Duration:** Contracts of 2-8 weeks – varies based on program requirements

This posting is for those interested in teaching micro-credential programs at Seven Generations Education Institute (SGEI). Qualified candidates should specify their preferred subject in their cover letter and may contact the Director of Training for more information before applying. A list of available micro-credentials is provided on the next page.

**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor), ensure the posting number is included in any communication and on your application, to one of the options below. Please note email is preferred:

**Email:**
Attn: Human Resources Department
human.resources@7generations.org

**Fax:**
Attn: Personnel Committee
(807) 274-8761

**Mail:**
Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6

Please direct any questions regarding this opportunity to Aimee Beazley, Director of Training at aimeeb@7generations.org. We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

# SGEI Micro-Credential Programming

| Micro-Credential Program | Description |
|---|---|
| Culinary Foundations | Basic cooking techniques, food safety, and kitchen operations for entry-level culinary roles |
| Custodian | Cleaning practices, equipment use, and maintenance for custodial work in various environments |
| Employment Readiness | Skills to prepare for the workplace, including resume writing, interview techniques, and workplace etiquette |
| Front Desk Agent | Training in customer service, reservations, and administrative tasks for hospitality or office roles |
| Heritage Interpreter | Training to help others understand and appreciate cultural or natural heritage |
| Housekeeper | Training in cleaning techniques, time management, and safety for residential or commercial settings |
| Trades Challenge Prep | Preparation for challenging trade certification exams or assessments |
| Trades Math | Math skills tailored for trade applications, such as measurements, conversions, and calculations |
| Workplace Literacy and Essential Skills | Workplace reading, writing, and problem-solving skills |
| Career Prep | During this preparatory program participants will participate in skills training to cover; financial literacy, goal setting and career mapping, job applications, soft skills, interview skills, workplace communications and gain an understanding of employment standards and workers' rights and responsibilities. |
| Computer Applications | This entry-level program is designed to help participants gain vital skills for the workplace by learning to write documents, take notes, create spreadsheets, send emails and more. |
| Construction & Forestry Safety | Earn skills required for construction and forestry job-sites. Participants will learn about working safely at heights, hoisting and rigging, chainsaw operations, ladder safety and much more. |

| Micro-Credential Program | Description |
|---|---|
| Corrections Recruitment Readiness | This program is designed to enhance and increase the success of each participant with a goal to gain employment in the corrections field. Participants will work through individual competency-specific micro-learnings as well as covering the general recruitment components. |
| Education Assistant | This program will offer training to allow participants to enter into the education field as support workers. Participants will focus on safe care, educational foundations, roles and responsibilities, and an introduction to exceptionalities. |
| First Responder | Participants in this program will gain the skills to effectively provide emergency first care to patients. The program is designed to engage participants with a variety of techniques. |
| Freshwater Angling Guide | Learners complete training with an industry-recognized Freshwater Fishing Guide certification, their safe boaters licence and other certifications. |
| Health & Safety Training | Participants gain foundational skills to be used in the construction industry. Various industry recognized and required certifications will be offered such as GHS/WHMIS, Working at Heights, Hazard Awareness, and others. |
| Hospitality Skills for Camp Services | This program will help prepare participants for entry level opportunities while learning multiple roles such as dock hand, cooks helper, housekeeping, and serving in remote locations. |
| Leadership Development | This program has a series of workshops to deliver the how-to's of effective leadership to create high-performing individuals. |
| Mining Foundations | Prepares participants for entry-level opportunities and building an awareness and understanding of the mining process. |
| Residential Trades | Community based programming that supports capacity building in Indigenous communities. Participants gain the knowledge, skills and industry certifications to enter one of the 3 residential trades (carpenter, plumber or electrician). |
| Small Engines Repair | Participants will gain the foundational skills through a variety of techniques to open pathways into a career of Small Engine Repairs. This program will enable learners to gain the necessary knowledge and skills to confidently complete repairs. |

| Micro-Credential Program | Description |
| --- | --- |
| Welding Foundations | This entry-level program will allow participants to gain the skills and knowledge base to enter into the welding field with the necessary foundational techniques. |
| Wilderness First Aid | A comprehensive course which provides specialized skills perfect for those who need training for work or emergencies that are specific to the remote areas in our region. |

# Micro-Credential Instructor

Job Description

## General description

The Micro-Credential Instructor is the educational leader in the classroom and will ensure that the training curriculum is implemented in a way that maximizes student-learning experiences. They plan, organize, and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential. This role provides supervision and evaluation of all students within the program they have been assigned to teach.

The Micro-Credential Instructor will work within an established framework for the delivery of educational services/programs and will work collaboratively with the Employment Navigators within Seven Generations Education Institute. The ideal individual will demonstrate a strong commitment to the planning for improvement process in support of student achievement.

Brining a strong background of experience in the area of instruction, they will be responsible for providing students with a solid foundation and hands-on experience in the subject matter.

## Qualifications and skills requirements

1. Industry recognized certificate or equivalent
2. A minimum of five (5) years experience in in the subject area/applicable field
3. Excellent communication skills (both oral and written) as well as strong interpersonal, organizational and computer skills
4. Previous experience in providing instructional services preferred
5. A personable and assertive approach in the promotion of programs and courses
6. Knowledge and understanding of the Indigenous culture are preferred
7. Crucial to this position is a demonstrated ability to understand cultural influences and issues specific to adult learners in northern communities
8. The ability to speak Anishinaabemowin would be considered an asset
9. Ability to effectively identify and resolve problems and maintain a strict confidentiality related to sensitive information
10. Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgement and decision-making processes
11. Ability to work independently while contributing to the team
12. Ability to multi-task, organize, prioritize, and follow multiple projects and tasks and follow through on the completion with attention to detail
13. Ability to recognize individual learning styles and the characteristics of the students
14. Excellent interpersonal skills
15. High level of energy and patience
16. Genuinely committed to helping students learn

17. A broad knowledge of different teaching methods
18. Must have a working knowledge of Microsoft software, including Word, Excel, D2L, Microsoft Teams, Zoom, etc.

**Supervisor:** Director of Training

## Job duties/responsibilities

1. Instruct students, using various teaching methods, for example lecture and demonstration, and use audiovisual aids and other materials to supplement presentations
2. Prepare course objectives and outline for course of study following curriculum guidelines or requirements
3. Teach courses in the subject area assigned and any other related topics
4. Assign lessons and assignments
5. Evaluate students' progress, records results, and issues reports to inform students of their progress
6. Keep and maintain attendance records, and follow up with Employment Navigator, as needed.
7. Maintain discipline in classroom and provide student encouragement
8. Participates in meetings and instructor training, when required
9. Instruct and monitor students in the use of learning materials and equipment
10. Update all necessary records accurately and completely as required
11. Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
12. May be required to attend professional development training sessions occasionally

## Relationships

*Internal*

1. Respond and interacts with the Employment Navigators and Director of Government Relations.
2. Respond and interacts with other program staff.
3. Respond and interacts with students and other instructors.

*External*

1. Ability to network with community partners, when required

## Working Conditions

1. Indoors and outdoor
2. Friendly congenial atmosphere
3. Work hours will vary in accordance with the program you are teaching
4. Demanding and sometimes stressful

5. Some travel is required
6. Some lifting up to 50 lbs may be required
7. Primarily movement of light objects, lengthy periods of sitting at a desk doing work requiring manual dexterity and concentration

## Conditions of Employment

1. Criminal Record with Vulnerable Sector Check must be provided
2. Must possess valid Class 'G' Driver's license and have access to reliable transportation