Recreation and Community Development Program
INSTRUCTOR
Term Position Description

Provincial Benchmark: SGEU Instructor Grid
Function: Instructor
Location: Tisdale
Approximate Term: August 28, 2017* - June 29, 2018*
Immediate Supervisor: Manager, Technical Programs
Closing Date:
*Start and end dates and number of days may vary slightly

Applications to:
Catharine Lamy, Human Resources Assistant
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Position Summary:
An instructor in the Recreation & Community Development Diploma program provides instruction and assessment for the first year of the Saskatchewan Polytechnic Recreation & Community Development Diploma program. Courses are assigned by semesters. The successful applicant will be responsible for Lead Instruction for this program in Tisdale. Overnight travel may be required as part of the curriculum maintenance. Student management is also an integral part of the job.

Subjects included in this position are:
Semester 1 - ACCT 170, COAP 177, COMM 295, LEAD 180, MKTG 170, PSYC 184, RSCH 200, RT 170, TR 185.

Qualifications, Knowledge, Education & Skills:
- Bachelor degree in Recreation, Community Development or Tourism and/or related area of study or the equivalent combination of education, training and experience
- Two years’ recent/relevant experience in the recreation/community development/tourism fields
- Knowledge and experience in adult education
- Knowledge and experience in recreation and community development, business & computer training
- Knowledge and experience in cross-cultural settings
- Valid Saskatchewan driver’s license

Main Responsibilities:
- Present theory and lab demonstrations according to the curriculum outline, objectives, and resource material provided by Saskatchewan Polytechnic.
- Evaluate student performance following the guidelines and standards set out by Saskatchewan Polytechnic.
- Provide student feedback in a timely manner.
- Develop timetables in conjunction with college staff.
- Provide monthly reports to supervisor, as required.
- Identify appropriate resource material and work with college staff to secure (ie: video, print material, web based information, etc.)
- Arrange guest speakers if appropriate.
- Maintain records and documents regarding student progress.
- Maintain and submit attendance reports.
- Deliver courses using a variety of teaching strategies and techniques, including technology enhanced learning.
- Ensure the work practices are consistent with Cumberland College policies and procedures.
- Other duties as assigned.

**Demonstrated knowledge of:**
- Group dynamics and processes
- Adult learning styles
- Program content related to Recreation and Community Development training
- Evaluation techniques
- A strong background with computer applications

**Skills and Abilities:**
- Use a variety of group facilitation techniques
- Use experimental learning strategies and processing skills
- Use needs assessment instruments and techniques
- Be willing to deliver courses via video and audio conferencing, and use other technology enhanced learning strategies and equipment in the instruction of courses
- Develop and administer formative evaluation tools
- Able to work independently, have good communication skills, ability to plan, organize, and present lessons.

**Preference may be given to candidates with the following qualifications:**
- Above average subject knowledge.
- Experience instructing in all areas of a recreation and community development program.
- Demonstrated leadership and the ability to work with minimum supervision.
- Vocational Teaching Certificate
- Bachelor of Education Degree

**Systematic Conditions of Employment:**
The employment commencement and termination dates and actual assigned days and percentage of time (FTE) are subject to change. The College may withdraw this posting if it is unable to maintain its funding or quota of seats in this program.

1. Qualifications of the successful applicant are subject to approval by the credit granting institution.
2. Official documentation of qualifications must be submitted.
3. Official documentation of experience must be submitted.
4. An updated resume must be submitted.
5. All external applicants must submit a satisfactory Criminal Record Check subsequent to job offer.

*Please include a contact phone number that you can be reached at, after the posting closes.*