



## PTP Job Description

**Job Title:** *Facilitator*  
**Reports to:** *Manager*

### **Job Description:**

*The Facilitator is responsible for workshop planning, materials preparation and classroom delivery of his/her program. To ensure the program reflects participant needs and goals, the Facilitator is required to report regularly on participant activities and progress. The Facilitator is expected to keep up with changes in the field, have current knowledge of the Toronto job market and, together with their colleagues, develop and maintain innovative programming that achieves the highest standards in employment practices and adult education.*

### **Duties and Responsibilities of this position include:**

1. *Delivering of program*
2. *Meeting one-on-one with clients to develop all documents required*
3. *Preparing facilitation plans and materials that reflect current job search practices and ensuring they are prepared in advance*
4. *Maintaining facilitation plans and materials on site*
5. *Remaining current on Toronto Labour market trends and the most effective job search strategies and techniques*
6. *Conducting intakes of potential participants and assessing whether they are appropriate for the program*
7. *Referring participants and other job seekers to appropriate interventions within their communities*
8. *Assessing participant progress while attending program*
9. *Working with participants on an individual basis regarding their progress and activities*
10. *Completing reports and documenting activities as required*
11. *Assisting the Manager with the preparation of statistical reports*
12. *Attending meetings as required*
13. *Adhering to PTP policies*
14. *Undertaking other tasks as assigned*

### **This position supervises:**

- *Program's Administrative Assistant when the Manager is absent*