

CarltonTrailCollege.

English Language Training Drop-in Facilitator**Competition #OA2526-03**

Classification:	Instructor Aide
Position Description:	Attached
Appointment Date:	November 6, 2025 – May 28, 2026
	78 hours
Hours of Work:	Thursdays, 3 hours per evening
Location:	Watrous

Human Resources Department
P.O. Box 720
Humboldt SK S0K 2A0
careers@carltontrailcollege.com
Tel: 306-682-2623

Application Deadline: October 15, 2025

English Language Training Drop in Facilitator

POSITION SUMMARY

The ELT Facilitator position is an out-of-scope position responsible for facilitating listening and speaking activities that will support newcomers as they practice and enrich their English language skills, in a welcoming and comfortable group environment.

DUTIES AND RESPONSIBILITIES

- Facilitate conversation and assist learners to gain more confidence in general communications including, but not limited to: settlement, living in Canada, interacting with others, employment, Canadian History, Government, banking, healthcare, housing, volunteerism, and family
- Ensure that all conversation is relevant to the learner's situation, and that the experience of the learner is respected and valued
- Recognize that participants may have experienced trauma in the past and be willing to offer support and/or resources as needed
- Engage learners in learning activities designed to strengthen ties to work and/or career development
- Ensure that learners actively participate by choosing what they want to know and learn
- Focus conversation and learning into five key areas: confidence building, improvement of pronunciation and emphasis, vocabulary Builders, life skills, and cross-cultural competency
- Manage the learning environment so it is welcoming and comfortable for all learners
- Facilitate learning activities that reflect the values, beliefs, needs and contributions of a culturally diverse community
- Identify resources and equipment appropriate to support learner development
- Be reflective of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- Develop working relationships with appropriate external partners and employers
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- Apply regulations and policies adopted by Carlton Trail College

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills
- Excellent interpersonal skills
- Ability to work with individuals with special learning needs
- Demonstrated experience working with learners from equity groups in a cross-cultural setting, and the ability to relate to adult learners and their concerns
- Demonstrated ability to organize time effectively
- Demonstrated ability to communicate effectively, both orally and in writing, with students, colleagues, support services and agencies
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies
- Demonstrated familiarity with the tools and technologies that support working remotely
- Ability to adapt to changes in the work environment, structure, process requirements or cultures.
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Exemplifies the College's cultural values of being respectful, inclusive, accountable, and innovative
- accountability, respect, commitment, innovation and integrity

EDUCATION

- Bachelor of Education, English, or Adult Education degree
- Completion of CERTESL certificate or equivalent is considered an asset

EXPERIENCE

- ESL teaching and/or knowledge of different cultures or overseas experience will be considered assets
- Training or experience in adult education is considered an asset
- Work/Volunteer experience in group facilitation also an asset