



## **Lead Technical Training Instructor- Toronto Region**

Landscape Ontario Horticultural Trades Association (LO) is hiring a full-time, qualified Lead Technical Training Instructor to support the delivery of a new entrant Landscape horticultural training and employment program that will launch in July 2020 and will continue during the winter of 2021 across 3 regions.

The Lead Technical Training Instructor is a key position in the launching and delivery of a new training program that will recruit and train Ontarians who have experienced difficulty in the labour market in three regions. The training program will prepare selected participants with the knowledge, skills and experience to successfully enter the industry in targeted entry level positions. The program will be designed and led by Landscape Ontario, the provincial industry association representing 2600 industry employers from across the province. The training program will be designed and implemented based on feedback and engagement with regional employers.

As the lead training instructor, this position is responsible for the oversight of a small team who will be creating, developing and delivery of the curriculum based on the workforce needs of the industry in each region and the learning needs of targeted participants. The curriculum will be designed to deliver a 4-week applied technical training program that provides the required entry level knowledge, applied skills and expectations for new entrant workers to be successful in the landscape and horticulture industry. The Lead Technical Training Instructor will also work in collaboration with the Lead Training Recruitment and Placement Coordinator program staff to align the curriculum design with the needs of the industry and participants.

The Technical Training Instructional team including this Lead position, will be responsible for creating and delivering a 4-week applied training program that will provide program participants with required basic technical skills, knowledge, health and safety practices, soft skills and workplace expectations to be successful. As part of this role, the Instructors will maintain relationships with industry employers, identify clear learning objectives (including cognitive, experiential, social and emotional learning) and develop pre and post technical learning assessments to ensure that participants' meet minimum skills requirements. As the lead instructor, this position will be responsible for the oversight of the technical training, feedback and coaching of training participants as conducted by the technical training team.

Specifically, this position will be responsible for:

- Enabling the Technical Training Instructional team to collectively achieve project goals;
- Building relationships with local and Program Advisory Committee employers;
- Designing and updating the foundation of the applied training program(s) with specific learning objectives based on identified industry feedback;
- Working in tandem with the technical instructional team to develop the final curriculum specific to each of the 3 regions;
- Development of an effective framework that equips the regional instructional team to deliver programs that meets/exceeds the program objectives;
- Delivering technical training in the Toronto region, and supporting the 2 regional trainers throughout delivery as required;
- Developing and administering applied skills and knowledge assessments;
- Creating and maintaining an effective, high quality applied learning and training environment that reflects the culture and expectations of the industry;
- Leading and mentoring the team towards molding a culture and standard of high expectations coupled with care and support for program participants to advance towards their goals;
- Proactively troubleshooting issues as they arise;
- Providing ongoing coaching and feedback to program participants;
- Participating in team-based case management with other team members to support participants' progress and success during training and employment;
- Monitoring and tracking the technical training progress of participants;
- Providing feedback to recruitment and placement staff to inform employment placements and continuous improvement;
- Participating in recruitment information sessions as needed to provide participants with a clear understanding of the industry expectations and work;
- Supporting candidate selection with a project team approach;
- Maintaining records and tracking progress of program completion and outcomes;
- Participating in and implementing continuous improvement activities throughout the life of the project;
- Preparing and presenting program communication materials as required;
- Supporting project administration and report preparation.
- Other responsibilities as required.

The successful candidate will possess:

- A minimum of 3 years of proven experience in instructional and/or training experience on-the-job or in the classroom in the landscape horticultural sector;
- A minimum of 3 years of proven and recent supervisory experience within the landscape horticultural sector;
- The ability to establish processes, develop and deliver curriculum, and manage processes and workflow as the lead in an instructional team -based training environment;
- The ability to understand and identify the core requirements and competencies of in-demand jobs, with a focus on core technical requirements;
- Clear professional written and verbal communication, presentation and program delivery skills;
- The ability to inspire and lead a group of participants towards their goals and careers in the industry;
- The ability to model and represent the career opportunities and work expectations in the industry;

- Commitment to inclusive classrooms and workplaces;
- The ability to provide effective on-the-job feedback and coaching for both instructors and participants;
- Very strong ability to build rapport and demonstrate empathy and non-judgement for program participants;
- The ability to create a safe, high quality, supportive, yet rigorous training and learning environment;
- A resourceful approach to problem solving;
- Very effective conflict resolutions skills;
- Strong organizational and project coordination skills – the ability to coordinate and manage multiple deliverables and priorities;
- Strong collaboration and team development skills;
- The ability to proficiently use MS Office Suite, the Employment Ontario Information System, databases and learn new computer skills is a very strong asset;
- A vehicle and driver's licence;
- Ability to travel to program locations;
- A desire to learn and grow;
- The ability to adapt and evolve with the needs of the project.

### **Compensation and benefits**

The salary range is \$80,000 - 100,000, based on experience.

### **Term:**

Full-time Contract Position ending March 31, 2021 with Possibility of Extension

### **Application Process:**

Qualified candidates only should submit a resume and cover letter specifically outlining why you are interested in this position and how your specific experience, qualities and interests will support your ability to thrive and contribute to this position to: [sallyharvey@landscapeontario.com](mailto:sallyharvey@landscapeontario.com)

**Applications will be reviewed on a rolling basis and will be accepted until: August 21, 2020 at 5:00pm.**

**Early applications are encouraged.**

**We thank all those who apply, only those shortlisted will be contacted for a potential interview.**

Landscape Ontario Horticultural Trades Association is committed to accessibility in employment and to providing equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, LOHTA will endeavor to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the Director of Education & Workforce Development upon scheduling your interview.

### **Location:**

- Office is in Milton Ontario
- Program Delivery Areas:
  - Toronto
  - Golden Horseshoe/Hamilton
  - Muskoka/Kawartha

### **Reports to:**

This position reports to the Workforce Development Program Manager

**Works directly with:** Project staff, partners, employers, system service providers, participants etc.

### **About Landscape Ontario**

Landscape Ontario Horticultural Trades Association (LO) was established over 40 years ago with a mandate to promote and advance the Landscape and Horticulture industry through leadership, community, professionalism and stewardship. Landscape Ontario represents 2600 members employing over 70,000 employees in Ontario in nine geographical chapters and across 10 occupational Sectors. LO recognizes the competitive environment around attracting and retaining the current workforce employed by 'employers of choice' to support the design, installation and maintenance of healthy green infrastructure and providing sustainable solutions to issues created by weather events. With the industry's vision to be recognized as professionals that provide economic, environmental and health & wellness benefits for every community, LO strives to be the hub that creates opportunities for the current and future workforce to advance their careers and pathways to support this growing industry.