



# Summer Employment Opportunity PLAST CANADA

## Application Deadline

Please note that we will review resumes as they are received and will offer the position as soon as suitable candidates are identified.  
Don't delay. Submit your resume!

**Plast Canada** is seeking to strengthen our ability to provide new and existing leaders with a comprehensive and engaging training program with 1-2 **Training Program Developer and Coordinator(s)** (Розробник і координатор вишкільної програми).

### Description

Reporting to the President of Plast Canada (Голова КПС), the Training Program Developer and Coordinator(s) is (are) responsible for developing, delivering, and supporting a comprehensive training program for Plast counsellors (виховники) – novatstvo (УПН) and yunatstvo (УПЮ) across Canada. He/she/they will work directly with the Training (Референти Вишколу) and Head Counsellors (Референти Уладів) to ensure that the program aligns with Plast strategic and functional needs and engages and retains participants for successful year long programming.

### Responsibilities

- **In consultation with Training and Head Counsellors, develop a comprehensive training program for Plast counsellors which includes basic training (вишколи) and continuous education (дошколи) for both online and in-person sessions**
- Identify instructors for specific training sessions
- Facilitate registration for all training sessions
- Manage all aspects of online and in-person training sessions
- Support UPN and UPU Counsellors in delivering relevant Plast Training programs
- Develop program effectiveness and participant satisfaction surveys as required
- Develop and maintain a tracking system for trainees
- Communicate with other Plast national offices, e.g., U.S. and Ukraine, to gather and share information and best practices
- Attend regular meetings with Training and Head Counsellors and KPS Executives.

### Skills & Abilities

- Strong knowledge and understanding of and ability to champion Plast values and mission
- Degree in Education (in progress or completed) highly recommended, but not required, for developer position
- Event Management/Project Management diploma/experience highly recommended for coordinator
- Experience working with children and youth as a counsellor (виховник)
- Knowledge and understanding of Plast programs, policies, and procedures
- Excellent oral and written communication skills; fluency in Ukrainian and English is required
- Experience leading online learning/virtual events
- Effective interpersonal skills, team player
- Ability to work autonomously, with minimal direction, and to organize and manage multiple tasks
- Strong knowledge of relevant technology and computer applications (Word, Excel, Google apps, database systems, etc.)

**Term: Up to 10 weeks at 35 hours per week. Hourly wage TBD with selected candidate(s).**

Intent is to provide continued part-time employment to execute and expand the program.

**To apply:** Please submit your Resume with a Cover Letter to [holova@kps.plast.ca](mailto:holova@kps.plast.ca).