



Aboriginal Labour Force Development Circle
274 Highway 49, Deseronto, ON, K0K 1X0
Tel: 613-771-1627 or 1-800-446-1629
Fax: 613-771-1680
www.alfdc.on.ca



Train-the-Trainer Job Description for Contract Position

TITLE: Train-the-Trainer

LOCATION AND HEAD OFFICE: Aboriginal Labour Force Development Circle, 274 Highway 49,
Tyendinaga Mohawk Territory, ON, K0K 3A0

REPORTS DIRECTLY TO: Executive Director, Aboriginal Labour Force Development Circle

SUMMARY:

This position is the primary point person responsible for planning, executing, and delivering ALFDC's Two Row Health & Safety program, in accordance with the terms and conditions of the ALFDC policies and procedures, with direction from the Executive Director.

We are looking for an experienced and dynamic Train-the-Trainer safety education professional to design, deliver, and evaluate workplace safety training programs. This role is essential in equipping internal trainers and team leaders with the knowledge, skills, and tools necessary to conduct effective safety training sessions across the organization, ensuring compliance with health and safety regulations to ALFDC and external First Nation organizations.

This description provides an overview of duties, roles, responsibilities, key qualifications, and conditions of the contract for the Train-the-Trainer position. The position will be working closely with the ALFDC staff, and external agencies to ensure efficiencies in the delivery of our programs and services. The position must be able to take required training necessary for the successful input and review of the delivery of the program. Travel will at times entail episodes of being away from home for extended periods.

ROLES AND RESPONSIBILITIES:

- Develop and deliver "Train-the-Trainer" programs focused on occupational health and safety standards, emergency response, hazard communication, and regulatory compliance (e.g., OHSA, ISO).
- Coach and certify internal trainers to deliver consistent and effective safety training.
- Customize training materials and methods to suit various departments, roles, and risk levels.
- Evaluate training effectiveness through assessments, feedback, and observation.
- Stay current with industry best practices and legal requirements for workplace safety.
- Collaborate with Health & Safety teams, supervisors, and Human Resources to identify safety training needs.
- Maintain accurate training records and prepare reports for audits and compliance purposes.

- Promote a safety-first culture across the organization.

REQUIREMENTS:

- Proven experience in occupational safety and health, with at least 2 years of training facilitation experience.
- Certification in workplace safety (e.g., OHSA Train-the-Trainer, NEBOSH, or equivalent) or willing to take training.
- Strong understanding of adult learning principles and training design.
- Excellent communication, facilitation, and presentation skills.
- Ability to adapt training content for various learning styles and organizational levels.
- Experience with e-learning platforms or blended learning models is a plus.
- Provides assessments for improvement.
- Provides reports – written and oral – as required on status of training.
- Effective and efficient organizational abilities are required to ensure proper files are established, maintained and accurate.
- Works collaboratively and respectfully at all times.
- Ability to review, comprehend and possibly recommend improvements.
- Coordinates and engages with all the participating First Nations and agencies while maintaining a close and effective working relationship.
- Always maintains professional integrity and cultural integrity in all aspects of the position – verbal, written and non-verbal.
- Provide information and training on procedures, process, updates and statistics.
- Reports to the Executive Director on all developments and notify if there are any concerns/problems and provide recommendations/resolutions.
- Ensures the Executive Director is kept apprised of any new developments or directions that may arise and communicates such effectively and timely.
- Provides presentations to ALFDC Executive and Board of Directors, Local Delivery Mechanisms (LDM), First Nation communities, Chief and Councils, External agencies as required.
- Provides all receipts, stamped with approvals, signed for Finance.

KEY QUALIFICATIONS:

- Post-secondary education in a discipline pertinent to this work or the equivalent combination of education and experience.
- Familiarity with industry-specific safety standards (construction, manufacturing, logistics, etc.)
- Experience with computer, photocopier and Microsoft office 365.
- Maintain a neutral, confidential, and objective point of view and always maintains confidentiality and integrity. The confidentiality is key and paramount to the success of the position and breach of confidentiality in any format will result in immediate cancellation of contract.
- Experience in developing partnerships and good judgement with the ability to effectively communicate to communities, ALFDC Board of Directors, ALFDC staff and outside agencies.

- Working knowledge of computer and other technical equipment.
- Ability to effectively communicate, both orally and in writing.
- Working knowledge of the ALFDC policies and procedures and other relevant legislation.
- Ability to work within and contribute to a team environment.
- Ability to work while under pressure and strenuous deadlines.
- Ability to create and edit project documents, materials, and presentations.
- Ability to effectively prioritize work activities and meet deadlines.
- Familiarity with relevant legislations, agreements, etc. pertinent to technology and social media.
- Always maintain professional integrity.

CONDITIONS:

- Must be able to work flexible hours including weekends and evenings. Overtime must be taken in time off and prior approval must be received before it occurs.
- Criminal Record Check is required.
- Valid drivers license is required.
- Ability to travel with overnight requirements on behalf of the ALFDC with prior approval before travel occurs.
- Manual dexterity required to use laptop, desktop computer, labeler, faxes, photocopiers, and other office equipment as needed. Will be required to sit for long periods of time, operating computer and looking at a computer monitor.
- Travel on behalf of ALFDC may be required and must receive prior approval before travel occurs.
- Overtime must be approved prior to occurring and will be paid out in lieu of time off.
- Abrupt, abusive decorum either written, verbal or non-verbal is not tolerated and will result in immediate cancelling of contract/position.

LOCATION: ALFDC office, 274 Highway 49, Deseronto, ON K0K 1X0

WAGE: \$28.00 per hour.

DEADLINE TO APPLY: July 15, 2025 at 12:00 pm noon.

Please send a cover letter with your resume to Penny Choma at Lmi2@alfdc.on.ca. If you have any questions, please email.

Indigenous Ancestry Preferred.

*Providing Indigenous Employment & Training Opportunities.
Working with the Indigenous Agencies in the Greater Toronto Area to alleviate and end Indigenous Homelessness.
Working with 12 Member First Nations and 9 First Nations' Daycares.*