

Expression of Interest

Career Coach in Residence – June 17, 2024 to November 2, 2024 (Focus: Career Counselling)

Toronto Public Library (TPL) invites respondents with experience in career coaching for younger adults to fill the role of TPL's 2024 Career Coach in Residence (CCIR). The CCIR will deliver one-on-one consultations, group sessions and workshops about employment, advising job seekers on their career journey.

There are up to a maximum of three (3) CCIR positions available. TPL reserves the right to award to fewer than three (3) respondents based on the quality and number of submissions received. **Each** CCIR will work one 20-week in residency period as follows:

- June 17, 2024 to November 2, 2024

Refer to "Requirements of the Residency" section below for further details.

The CCIR program enhances TPL's job and career services, with a focus on younger adults, by providing access to employment guidance and workforce skill development. Services include a collection of career and business library resources, eLearning tools, online courses, the Entrepreneur in Residence program and workshops to assist youth in their career journey. The program is designed to create awareness of job and career resources available through TPL, promote career exploration through skill development and provide guidance navigating the current labour market. The program scope does not include coordinating work placement opportunities.

The CCIR supports TPL's strategic priority of "Empowering Torontonians to succeed in the changing workforce and economy" and TPL's [Youth Service Strategy](#).

This residency is generously supported by:

Lead donors:



RBC Future Launch

Supporting donors:

Linda Dagg and Kenneth Wiener

Ted Rogers Community Grants



About Career Coach in Residence program:

<https://www.torontopubliclibrary.ca/programs-and-classes/featured/careercoaches-in-residence/index.jsp>

Qualifications:

- A minimum of three (3) years of professional experience in career coaching, recruitment, job development- and/or social services-related fields serving youth
- Formal education and/or training in career counselling, human resources, social work, psychology or related fields
- Experience working with diverse socioeconomic, cultural and multibarriered youth
- Experience in mentoring youth facing multiple barriers to employment and facilitating employment-related workshops
- Familiarity with current local economic conditions, diverse career paths and gaps in services for youth requiring support entering the labour market
- Familiarity with various job search strategies and training and development techniques

- Excellent communication and interpersonal skills
- Experience with coaching for goal achievement, teaching and public speaking
- A commitment to supporting Toronto's job seeking and entrepreneurial communities and to educating and inspiring job seekers and learners of all skill and knowledge levels
- Experience with using social media for professional purposes
- Knowledge of remote video conferencing platforms and Internet technology
- Ability to work remotely or in-branch to support program requirements

The CCIR will have the following core responsibilities:

- Meet with customers one-on-one through appointments to guide and answer questions about their career goals
- Create and deliver programs (e.g. workshops, panels, networking events, etc.)
- Share expertise by posting on relevant TPL blogs
- Develop resource materials and offer feedback to enhance youth experience when using career development resources and services at TPL

Target Audience:

The Career Coaching in Residence program is targeted at employment-seeking younger adults who are looking to build knowledge, skills and confidence through guidance from career coaching.

Requirements of the Residency:

- Each CCIR will work one 20-week in-residency period consisting of 14 hours per week; flexible work schedule
- With dates as follows:
 - June 17, 2024 to November 2, 2024
- Meet with customers one-on-one through appointments to guide and answer questions about their career goals

- Create and deliver 8-10 online or in-branch programs (e.g. workshops, panels, networking events, etc.); Programs may be done in collaboration with other TPL career coaches (structure and format to be discussed with TPL staff)
- Submit summary reports and encourage participant feedback after each appointment, session or program (details to be discussed with TPL staff)
- Create 2-4 career related blog posts to be published on the TPL website
- Develop resource materials and offer feedback to enhance youth experience when using career development resources and services at TPL
- Reschedule and deliver any cancelled programs or sessions due to Resident unavailability within the respective 20-week residency period
- Provide 3 interim invoices and 1 final invoice for 25% of the total fixed fee (plus any required HST)
- The Resident will be required to have insurance coverage for the duration of the residency at the expense of the Resident

Note: The requirements of the residency are subject to reasonable change at the library's discretion to best meet the goals and objectives of the program.

Remuneration: \$16,000

Location: The CCIR will largely be based remotely but will include expectations to travel to a library branch as needed. TPL will provide the platform and the support of TPL staff in scheduling meetings and planning programs.

Note: Career coaches are expected to attend 2-3 orientation sessions before the 20-week residency period. These sessions will be a part of the total 280 hours of the residency.

To apply, submit the following documents through the Career Coach in Residence page on

<https://torontopubliclibrary.bonfirehub.ca/opportunities/79119>

- **Curriculum Vitae** – Include a summary of how you meet the qualifications listed above, which should include, but may not be limited to, relevant education, work experience, coaching/teaching experience, experience using remote technology and links to website and social media presence.
- **Program Proposal** – Outline your ideas for 2 programs (e.g. workshop, panel, networking event, etc.). A maximum of 2 pages.
- **Reference Letters** – Provide 2 relevant reference letters.

Deadline to apply is at 5:00:00 p.m. (EST time) on Tuesday May 21, 2024.

It is important that all interested parties download their own copy of the Expression of Interest documentation from <https://torontopubliclibrary.bonfirehub.ca> in order to ensure receipt of further information pertaining to the EOI. TPL is not responsible for the distribution of information to those who obtain the EOI documentation through a third party.

Any submission response that fails to provide the requested documentation or that does not, in the view of the Library, contain sufficient information to permit a thorough evaluation may be rejected and not considered for evaluation.

Note(s):

TPL is committed to creating and maintaining work and public service environments where everyone is welcomed, included and supported, and that are grounded in tolerance and mutual respect, so that library customers, partners, staff and the public can freely and equitably access or deliver library services which meet the changing needs of Torontonians.

TPL's intersectional and inclusive commitment to equity extends to everyone regardless of race, ethnic group, nationality, immigration status, socioeconomic status, sex, gender identity, gender expression, sexual orientation, ability, language, religious affiliation, beliefs, age or any other prohibited grounds.

TPL invites applications from all qualified individuals. TPL is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

Read TPL’s Equity Statement at the following link:

<https://www.torontopubliclibrary.ca/terms-of-use/library-policies/equity-statement.jsp>

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

Please submit all questions related to this posting through the Opportunity Question & Answer tab found on the project portal link below:

<https://torontopubliclibrary.bonfirehub.ca/opportunities/79119>

Evaluation of Respondents:

The following is an overview of the categories and weighting for the rated criteria of the EOI by which respondents will be evaluated.

	EVALUATION CRITERIA	SCORE
	Main Evaluation	50
	Curriculum Vitae <ul style="list-style-type: none"> • Employment Experience and Knowledge (10 points) • Experience working with Youth (10 points) • Online Proficiency (5 points) 	25
	Program Proposal #1 Program submitted as part of application package. Reviewed against TPL's program proposal criteria.	10
	Program Proposal #2	10

	Program submitted as part of application package. Reviewed against TPL's program proposal criteria.	
	Reference Letters (2)	5
	Interview Evaluation	100
	Professional Experience A minimum three years of professional experience in career coaching, recruitment, job development- and/or social services-related fields serving youth.	20
	Education Formal education and/or training in human resources, social work, psychology, business or related fields.	5
	Industry Knowledge Familiarity with current local economic conditions, diverse career paths and gaps in services for youth requiring support entering the labour market. Familiarity with various job search strategies and training and development techniques.	20
	Teaching and Mentorship Experience Experience in mentoring job seekers and facilitating job search-related workshops.	20
	Community involvement A commitment to supporting Toronto's job seeking and entrepreneurial communities and to educating and inspiring job seekers and learners of all skill and knowledge levels.	15
	Communication Excellent communication and interpersonal skills. Experience with coaching for goal achievement, teaching and public speaking.	10
	Technical skills Experience with using social media for professional purposes. Knowledge of remote video conferencing platforms and Internet technology. Ability to work	10

	remotely or in-branch to support program requirements.	
	Total Score	150

Respondents Interviews:

The Library may shortlist up to eight (8) of the highest-ranked respondents based on the total cumulative score achieved through the initial evaluation and conduct interviews with them prior to making an award.