



**FLEMING**



**RECO**

Real Estate Council of Ontario

## **Facilitator – RECO Education Program**

Contract Type: Independent Contractor

Location: Remote and/or In-Person (as required)

Program Area: Real Estate Council of Ontario (RECO) Education Program

Reporting To: Director, RECO Education, Fleming College

### **Scope of Work:**

Fleming College is seeking qualified and dynamic independent contractors to serve as Facilitators for the Real Estate Council of Ontario (RECO) Education Program. Facilitators will support learner success by delivering engaging, learner-centered sessions and offering guidance to students throughout their training journey.

The ideal Facilitators will possess professional experience in the real estate sector, strong facilitation skills, and a passion for adult education. Facilitators will work in collaboration with Fleming College and RECO to ensure the highest standards of program delivery and learner support.

### **Requirements:**

- Deliver prepared course content in accordance with RECO Education Program guidelines and Fleming College standards
- Facilitate prepared simulation learning sessions (virtual and/or in-person) to support the development of key competencies required for real estate practice in Ontario
- Provide constructive feedback to learners throughout their learning experience
- Maintain a safe, inclusive, and respectful learning environment that aligns with RECO and Fleming College values
- Monitor learner progress and report concerns to the program Director, as necessary.
- Participate in facilitator training, orientation, and periodic check-ins
- Stay informed about current real estate practices, regulations, and market trends in Ontario
- Adhere to program schedules, timelines, and administrative requirements as outlined in the independent contractor agreement

### **Mandatory Qualifications:**

- 5+ years of experience in real estate as a registrant with the Real Estate Council of Ontario (RECO)

- 3+ years of commercial real estate experience if facilitating the Commercial Real Estate Simulation Session
- 3+ years of experience as a Broker of Record or Brokerage Manager if facilitating the Broker Wrap-Up Session
- Thorough knowledge of Ontario's real estate principles and practices, including:
  - - Trust in Real Estate Services Act, 2002 (TRESA)
  - - Code of Ethics
  - - All other relevant legislation and regulatory requirements
- Registered and in good standing with RECO

### **Value Added:**

- Prior experience as a facilitator, instructor, or trainer in an adult education setting
- Familiarity with simulation-based or scenario-based learning approaches
- Experience with online learning platforms such as Brightspace (D2L) and Teams
- Certification or coursework in adult education (e.g., Teaching Adults Certificate, PIDP, or similar)
- Demonstrated commitment to equity, diversity, inclusion, and accessibility (EDIA) in education or professional settings
- Experience delivering content that supports compliance and ethical practice in real estate
- Experience trading in rural and waterfront properties

### **Contract Details:**

- This is a contractor position. Facilitators will operate as independent contractors and are responsible for their own taxes and benefits.
- Compensation will be provided per session based on an hourly rate as defined in the contractor agreement.
- Flexible schedule with sessions assigned based on program needs and facilitator availability.
- Contractors must provide their own equipment and internet access for remote facilitation.

### **Process:**

Interested Facilitators should submit the following:

- Expression of interest outlining relevant experience including current brokerage and number of years as a registrant with RECO
- Proof of current RECO registration and standing
- Current portfolio, if available

Fleming College is committed to fostering a diverse and inclusive environment. We welcome proposals from all qualified individuals, including Indigenous peoples, racialized persons, persons with disabilities, persons of any gender identity and sexual orientation, and others who contribute to the diversity of our community.