


# Literacy Society

 of the North Okanagan

## Literacy Program Coordinators-Facilitators (part-time)

**Application Deadline:** August 8, 2021

**JOB DESCRIPTION:** The Literacy Society of the North Okanagan is seeking experienced and dynamic educators-coordinators to facilitate Literacy Society programming including the Skills Boost (after school) Tutoring Program, the Reading Together volunteer-led program in elementary schools, and the Adult Digital Literacy program. More details about each can be found on our website at [www.literacysociety.ca](http://www.literacysociety.ca).

These positions are expected to begin by August 30<sup>th</sup> and will run throughout the school year. There is a possibility of expansion.

**PREFERRED QUALIFICATIONS:** Our Program Coordinator- Facilitators will have accreditation and/or experience in education or learning program facilitation. A criminal record check is mandatory.

**Compensation:** \$20-\$25 per hour based on experience and qualifications.

### WE ARE LOOKING FOR CANDIDATES WHO

- Are passionate about the literacy and the learning needs of adults, children and youth
- Have experience in program delivery and management
- Are team players - enjoy working with others, but are also self-directed
- Are flexible to changing conditions, schedules, and demands
- Build positive rapport with all participants- learners, volunteers, parents, teachers, and administrators
- Ensure that required health and safety protocols are implemented and followed by all participants
- Create welcoming and positive learning spaces for all participants, staff, and volunteers.
- Prepare and provide high-quality literacy/numeracy/digital learning activities and materials.
- Are organized -retain records, provide reports, manage budgets and schedules effectively
- Communicate effectively with all participants and colleagues
- Have working knowledge of the local school system
- Have the basic digital skills needed to manage all aspects of the program
- Have volunteer management skills or related experience

**To apply for a position, please submit your resume with two recent references and cover letter by August 8<sup>th</sup>, 2021 to Wendy Aasen at [ed@literacysociety.ca](mailto:ed@literacysociety.ca) Thank you for your interest! Only those candidates selected for an interview will be contacted. We wish you all the best in your pursuits!**

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