


Literacy Society

 of the North Okanagan

Coordinator: Skills Boost Tutoring Program

The Coordinator's primary role is to manage and participate in the delivery of the Skills Boost Tutoring program for school-aged students including individual tutoring and small group programs. Candidates must be available Monday- Thursday and Saturdays. We generally do not operate during school holidays. This is a part-time position and dependent on funding. There is potential for this program to expand.

Typical Duties and Responsibilities include:

- Providing safe, warm, encouraging environments to support student learning
- Liaising with referral agencies, school staff, and families involved with the program
- Recruiting and hiring teachers/volunteers/tutors for the program
- Recruiting, training, supporting tutors for the program
- Matching students with tutors qualified to meet the student's particular needs
- Managing the program budget
- Coordinating and managing tutoring schedules
- Purchasing and managing supplies for the program
- Monitoring tutoring groups and pairs
- Providing and gathering data for program reports
- Providing a monthly written report to the Executive Director and year-end summary reports
- Piloting new models of delivery or modifying current model as needed
- Evaluating and monitoring the program and making adjustments as needed
- Other duties as related to the program – ie staff meetings
- Other projects and initiatives as required by the Executive Director

Qualifications Preferred

- Teaching degree and experience in (early) literacy; licensed teacher or former teacher
- Knowledge of the local school system
- Excellent communication, organization, and facilitation skills
- A recent Criminal Record Check is required