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THE POSITION: Skills Boost Program Facilitator

Application Deadline: Monday August 21, 2023

JOB DESCRIPTION: The Literacy Society of the North Okanagan is seeking experienced and dynamic educators to facilitate our after-school learning program for students in grades 2-5. These are temporary, part-time, paid positions operating weekday afternoons from 3:00pm-5:00pm in Vernon, BC.

The program is a small group project-based approach offering high interest activities for groups of 4-12 students with the support of volunteers. Literacy and numeracy skills are embedded in the projects. The Skills Boost Program Coordinator provides ongoing support to facilitators as needed. All program materials, supplies, and premade learning kits are provided.

JOB REQUIREMENTS: Our Program Facilitators will have accreditation and/or experience in elementary education or learning program facilitation. A criminal record check is required.

DUTIES AND RESPONSIBILITIES:

- Build positive rapport with all participants.
- Ensure the safety and wellbeing of all participants.
- Manage and maintain the learning environment.
- Facilitate a safe, welcoming, and positive learning space for all participants, staff, and volunteers.
- Prepare literacy/numeracy learning activities and materials.
- Engage students in a variety of learning activities that support literacy and numeracy learning in a fun, positive, and effective way.
- Work cooperatively with the other facilitator and volunteers.
- Retain student registration information and attendance records.
- Communicate effectively with students and parents.
- Communicate regularly with the Program Coordinator.

To apply for this position please submit your resume and cover letter by email to ed@literacysociety.ca by August 21, 2023.

Thank you for your interest!