

Title: Summer Reading for Fun Site Coordinator/Tutor - Student Positions

Newfoundland and Labrador Laubach Literacy Council Inc. is looking for Site Coordinators/Tutor for its provincial Summer Reading for Fun Program (SRFF) sites. Summer Reading for Fun is a free program that helps school-age children learn to enjoy reading and writing through one-on-one tutoring sessions.

Terms of Employment: Temporary, Full Time, Week-days 8:30 a.m. -4:30 p.m.

Salary: \$ 11:15 per hour for 35 hours per week for 7 weeks

Anticipated Start Date: July 9, 2018

Location on the island: Corner Brook, St. Albans/Milltown, Marystown/Black Duck Cove, Clarenville, Trout River; **Location in Labrador:** Port Hope Simpson, Charlottetown, Pinsent's Arm

Program: Funding for this position under the Canada Summer Jobs (CSJ) initiative. To qualify, interested applicants must have attended school in the past year and be registered to attend in September 2018. The applicant must also be between 15 and 30 years of age at the start of employment.

Preference will be given to students who experience barriers to employment who are studying business management, social work, education and community studies. Education and experience in program management, planning organizing and instruction to children/youth through paid or volunteer work is an asset.

All new employees are asked to provide a Certificate of Conduct within 2 weeks of commencement of employment.

Job Description

The site coordinator will:

- organize registration and recruitment of SRF student participants; program promotions
- Supervise other tutor(s)
- Tutor school-aged children/youth in on-to-one and group sessions in writing, reading comprehension and math
- Meet with volunteer steering committee; report to NLLLC; update statistics and submit final site report
- Organize and executive weekly group activities
- SRF site maintenance and management

Requirements

- Strong organizational skills
- Ability to work independently
- Computer/ database skills
- Pleasant, cooperative demeanor

Deadline for applications: June 1, 2018

How to Apply: Send résumé with cover letter and 3 references

By E-Mail: laubach@nf.aibn.com

E-mail submissions must be in Microsoft Word format, must have the Subject Line: **SRF Hiring Committee- Site Coordinator/Tutor 2018 and location of the vacancy**