



Literacy:
Learning for Life.
L'alphabétisation,
Une leçon pour la vie.



POSITION AVAILABLE

Title of Position Volunteer Management and Program Delivery Intern

Term Part-time (15 hours/week), (18 weeks) from October 18th

Compensation \$15/hour

Location: Corner Brook, Newfoundland

Frontier College is a national, non-profit literacy organization that was founded in 1899. We work with children, teens, adults and families who need help to improve their literacy skills. We work with a variety of partner organizations to deliver volunteer-run, community-based programs across Canada. Frontier College is accredited under the Imagine Canada Standards program.

We are currently seeking a part-time intern to design and deliver literacy programming in partnership with the Qalipu First Nation in Corner Brook, Newfoundland.

Overall Accountability

The intern will serve learners in the community of the Qalipu First Nation in Cornerbrook Newfoundland.

The position will report to the First Nations Camp Coordinator in New Brunswick. The intern will work in close consultation with the Camp Coordinator and the Qalipu First Nation to design, develop and deliver literacy programming for members of Qalipu First Nation.

Major Duties and Responsibilities

- ✓ Design literacy programming
- ✓ Deliver literacy programming
- ✓ Recruit, train and manage volunteer tutors
- ✓ Arrange for training space and program materials
- ✓ Keep records and provide reports as required

Skills and Attributes

- Independent
- Team player
- Patient
- Training/instructional experience
- Results oriented

Additional Assets

- Prior literacy training/experience
- Ability to work with various age groups
- Camp or training experience

Interested candidates should send resumé and covering letter to:

Nelson Milley; nmilley@frontiercollege.ca

Closing date: October 11, 2021

For more information about Frontier College visit www.frontiercollege.ca

We encourage applications that reflect the diverse cultures and socio-economic backgrounds we serve at Frontier College. In keeping with our ongoing efforts to promote equity and reflect the diversity of our organization, we encourage applications from Indigenous peoples, persons with disabilities and members of visible minorities.

Furthermore, we welcome applications from individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code.

We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act, and all other applicable legislation. We invite applicants to request accommodation, as required, throughout the application and hiring process.

You will be contacted if you are selected for an interview.