

Position Title: **Literacy & Math Tutor**

Program: Dixon Hall Literacy & Basic Skills

Reports to: Maxine Brown-Simpson, OCT: Literacy & Basic Skills Instructor

PROGRAM OVERVIEW:

Dixon Hall Neighbourhood Services, with assistance from Employment Ontario and the Ontario Ministry of Training, Colleges and Universities, recruits and trains dedicated volunteers to work with a variety of learners from marginalized populations. Volunteers in the Literacy & Basic Skills program have the opportunity to work with adult learners in both small classroom settings and one-to-one. Our learners have a range of abilities and challenges that are reflective of a variety of learning styles and needs. Learners and volunteers work together to build literacy and numeracy skills, confidence, and independence – all important factors in becoming life-long learners.

The Literacy & Basic Skills program is seeking Literacy and Math Tutors to partner with program staff to provide assistance and encouragement to the learner(s) in both small group settings and through one-to-one support.

POSITION SUMMARY:

Literacy and Math Tutors support learners to gain and improve on basic skills such as reading, writing, English pronunciation, grammar, punctuation, and math. Your good knowledge in one or more of these key learning areas will assist learners in gaining and/or improving these skills to assist them in achieving their learning goals. Employing the course materials as provided by the Program Instructor, volunteers are encouraged to use creative teaching techniques to encourage learners to become comfortable and confident as they improve their literacy and math skills.

Literacy and Math Tutors are required to commit to a minimum of one 3-hour shift per week to support learners for a period of six-months. Session dates are determined by the availability of the learner and the volunteer.

NUMBER OF AVAILABLE POSITIONS: 2

QUALIFICATIONS:

The ideal candidate for this position should possess the following skills and qualifications:

- Strong communication skills in English (other languages also an asset)
 - Friendly and outgoing; comfortable meeting and speaking with people
- Demonstrated experience teaching adult learners in one or more of the key areas: reading, writing, English pronunciation, grammar, punctuation, and/or math.
 - *Candidates will be asked to demonstrate their skills as part of the interview process*
- Experience tutoring for different learning styles and learning needs including English Language Learners
- Patient with and non-judgemental of others
- Commitment to life-long learning; positive and enthusiastic leadership assisting learners of all ages and abilities on a variety of assignments
- Ability to communicate respectfully with diverse populations and cultures
- Reliable and punctual for all scheduled shifts
- Willing to accept supervision and takes direction well

MAJOR RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

meals · shelter · community programs · training · job search · employment · homecare · housing

- Assist adult learners in gaining skills, experience, and confidence in English literacy and basic math skills
- Provide one-on-one support to learners to as they work through the lesson activities as developed and assigned by the Program Instructor
- Work co-operatively with program staff and other volunteers to maintain a safe, supportive learning environment
- Become familiar with the resources available through the Literacy & Basic Skills program and use these resources to make learning interesting and lessons relevant to the learner's goals
- Encourage the learners to practice and review the material(s) learned in each lesson
- Represent Dixon Hall in a professional manner when working with learners
- Provide regular up-dates of the learner's progress, learning materials, and methods to the Program Instructor
- Complete all paperwork/documentation as required

ORIENTATION/TRAINING:

Successful candidates will be provided with comprehensive orientation and training facilitated by the Program Instructor. Volunteers are also required to attend/participate in the following training sessions:

- Volunteer Orientation and Safety Training (2 hours)
- On-line AODA Training (45-minutes)

TIME REQUIREMENT:

- Commit to a minimum twice-a-week 3-hour tutoring shift for a minimum of six (6) months
 - *Shifts available mornings from 9:00am – 12:00pm or afternoons 1:00pm – 4:00pm*
- Attend all required orientation and training sessions as assigned by agency staff

LOCATION: Dixon Hall Employment Centre, 402 Shuter Street (Shuter & Sackville, east of Parliament)

BENEFITS:

- Develop leadership and tutoring skills
- Become engaged with the local community
- Improve/utilize customer service and computer skills
- Share your skills and interests
- TTC tokens provided as per Dixon Hall's TTC distribution policy
- Letters of reference provided after 24 hours of service

To apply, contact:

Volunteer Department
 416-962-9449 ex. 225
volunteer@dixonhall.org
www.dixonhall.org