

## The Literacy Group Waterloo Region

## Literacy Coach

The Literacy Group of Waterloo Region (TLG) is a non-profit adult education centre that supports adults with the lowest levels of literacy by improving their literacy, numeracy, workplace, digital and communication skills. TLG is looking for a literacy coach to deliver literacy and skills upgrading.

Cambridge Office. 40 Ainslie St. S. Cambridge ON.

**1 posting.** Position requires both in person and online delivery. Some evenings will be required.

\$16.55 per hour

### Role

- Deliver literacy, numeracy and digital literacy programs.
- Create a safe, friendly and engaging learning environment that fosters independent and group learning.
- Follow individual learner plans to successfully deliver engaging programming
- Assist with facilitating learner intake and orientation sessions if necessary
- Assist with the delivery of ongoing assessments
- Assist with the confidential referral of learners to other programs if necessary
- Conduct regular conversations with individual learners to promote self-reflection on learning progress and goal achievement, and holistic well-being of the learner.
- Prepare engaging lesson plans in relation to pre-developed curriculum
- Work with additional specialized projects to support the improvement and success of the organization

### Qualifications

- Grade 12 completion
- Strong written, oral and digital communication skills in English.
- A working knowledge and experience with Google products and formats are preferred
- Facilitating, teaching or instructing experience is preferred.

### Role Details

Successful applicants will be funded from the Federal Summer Jobs Grant. Eligibility of this funding requires that the successful applicant:

- Between 15 and 30 years of age (inclusive) at the start of employment;
- Is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and
- Is legally entitled to work according to the relevant provincial / territorial legislation and regulations. \*International students are not eligible.

**Estimated Start Date:** June 17<sup>th</sup> 2024. 8 weeks. 35 hours per week

**Application Closing Date:** May 24<sup>th</sup> 5pm 2024

If interested in the position please apply with your **resume** and **cover letter** to Chris Prosser (*he/him*), Executive Director via email [chris@theliteracygroup.com](mailto:chris@theliteracygroup.com). Any questions can be directed to the Executive Director.

*We thank all applicants, however only those being considered for an interview will be contacted.*

*The Literacy Group Waterloo Region is an equal opportunity employer and we value the importance of diversity in the workplace. We are committed to an inclusive, barrier-free recruitment and selection processes and work environment. If you are contacted by The Literacy Group regarding a job opportunity, please advise us prior to the interview if you require accommodation and we will work with you to make appropriate arrangements.*