

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.

\$17.20 per hour

Role

- Deliver literacy, numeracy and digital literacy programs to a group or through 1 to 1 tutoring
- Run short term modular programming using pre-created resources
- 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 the delivery of ongoing assessments
- Assist with the confidential referral of learners to other programs
- 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 and program 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 16th 2025. 8 weeks. 35 hours per week

Application Closing Date: May 16th 2025

If interested in the position please apply with:

- **Resume**
- **Letter of interest addressed to Chris Prosser**, Executive Director via email 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.