



Adult Literacy Practitioner

Job Description:

The South Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides programs and services in response to identified community needs. We are currently seeking an Adult Literacy Practitioner to implement our Community Adult Literacy Program (CALP). The program is a partnership between the South Burnaby Neighbourhood House, SFU Faculty of Education, Burnaby School District and the Burnaby Public Library with support from the Burnaby Literacy Now committee. The Adult Literacy Practitioner position is a contracted position that works directly with the CALP Coordinator.

General Duties and Responsibilities:

In consultation with the CALP Coordinator, the Adult Literacy Practitioner:

1. Attends and contributes to project review and evaluation meetings of CALP
2. Plans and prepares materials for tutor training workshop
3. Delivers tutor training workshops
4. Consults re in-service workshops
5. Provides on-going instructional support to learner- tutor pairs
6. Develops/ maintains assessment materials
7. Assesses incoming students
8. Writes student learning plans
9. Reassesses students as needed and for reporting to Ministry of Advanced Education
10. Liaises with instructors of the Burnaby School District re tutor practicum sessions
11. Provides support to CALP Coordinator re tutor-learner matching process
12. Works with the Burnaby Public Library to order and add resources to the CALP literacy collection.

Qualifications:

1. Demonstrated training/certification in adult literacy tutoring in one-to-one and group settings.
2. Classroom experience teaching adults
3. Knowledge and experience working with students with learning disabilities
4. Competence and comfort to support computer literacy skills
5. Reflect a broad and inclusive view of literacy and an asset-based orientation to supporting people's learning needs
6. Experience working with adults of diverse cultures and backgrounds
7. Willing to travel within Burnaby and have own transportation
8. Ability to work flexible hours and Saturdays when required.

Terms of contract:

Start date: November 1, 2013

End date: September 30, 2014

\$13800 for approximately 380 hours (working hours vary according to program needs)

Please reply with resume and cover letter to: rajeeta@sbnh.ca

Closing date: Friday, October 11, 2013

Selected candidates will be interviewed on Friday, October 18