



Campbell River Literacy Association
A121A-740 Robron Road
Campbell River, BC V9W 2X4
www.literacyforall.ca
Phone: (250) 923-1275

Job posting to be filled immediately

Campbell River Literacy Association

The Adult Literacy Program Coordinator

Under the direction of the Executive Director and Volunteer Board, the Adult Literacy Program Co-ordinator is responsible for supporting and overseeing the growth of adult literacy students by meeting program objectives as defined by the Ministry of Advanced Education.

The applicant must demonstrate the following skills:

- excellent interpersonal skills
- experience in volunteer management
- analytical and problem solving skills
- effective verbal and listening communications skills
- attention to detail and high level of accuracy
- very effective organizational skills
- effective written communications skills
- computer skills including the spreadsheet and word-processing programs, and E-mail at a highly proficient level
- time management skills
- an ability to work collegially as part of a team as well as independently

Responsibilities:

Tutor Recruitment & Training:

- Recruit using pre-described means and train tutors with support of Outreach Coordinator.
- Pre-screen tutors and perform necessary criminal record checks as per association volunteer policies
- Match and schedule tutor and learner interactions
- Provides tutors with workshops (i.e. small group training opportunities), recognition and networking opportunities throughout the year

Campbell River Literacy Association is a non-profit society associated with Decoda Literacy.



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- Meet with and support tutors and learners to discuss short, mid and long range goals and assist in developing a strategy to accomplish these goals.
- Promote events for tutors, tutor professional development workshops and association events

Learner Engagement/Assessment and Support:

- Ongoing processing of walk-in and referred learners as per associations current policies
- Provide support in developing individualized learning plans and liaising on learners behalf with SD 72 Continuing Education
- Update learner binders with relevant curriculum to encourage continuous progress towards learners goals

Reporting to funders and board:

- Maintains all learner files to coincide with requirements of funder
- Provide monthly update reports to board detailing; number of active learners and tutors, any problems arising from programming, attendance, number of incoming assessments.

Details of position:

- This position is offered on a contract basis that coincides with School District program year (September – June)
- Starting wage is \$21.57/hour with weekly hours totalling 32 hrs/week with 2 evenings per week required
- As you will work inside a SD 72 building, current criminal record check will be required
- Training in literacy work with adults and English as a second language learners will be provided
- Training for position will begin immediately
- Position will remain open until filled

Please forward your resume, cover letter and two personal references to Kat Eddy – Executive Director

kateddy@literacyforall.ca