

Bringing care and community together / Jumeler soins et collectivité

INTERNAL/EXTERNAL POSTING

HOMEWORK CLUB TUTORS

SCOPE OF POSITION:

Reporting to the Children's Community Developer, the candidate will work within a team setting to ensure the proper planning and facilitation of a homework club.

Western Ottawa Community Resource Centre operates under the following guiding beliefs:

- Empowerment
- Equity
- Partnership
- Innovation

DUTIES:

- Provide Assistance to students with their homework
- Provide a safe and quiet environment for students
- Plan engaging physical activities
- Act as a resource and support to the volunteers
- Informing and supporting parents about student's progress/difficulties
- Supervision of Children and behavior management
- Maintain a positive rapport with the host school

EDUCATION / EXPERIENCE:

- Experience working with children between the ages of 8 to 14
- Experience tutoring, teaching or camp counseling with children in grades 3 to 8
- Experience working with children with different learning styles

Language:

- Ability to communicate fluently in English, spoken and written.
- Ability to communicate fluently in French, spoken and written, an asset.
- Other languages reflective of the community we serve an asset.

Other:

- Must have a current Police Records Check for the Vulnerable Sector
- Ability to work as a member of a team
- Responsible and reliable

Salary: \$13.12 per hour plus 4% Vacation Pay

Hours: 2-8 hours per week, Monday and Wednesday 2:45 – 4:45 PM and /or Tuesday and Thursday 3:00 – 5:00 PM

****Clearly State your availability and desired days****

Please submit your resume by 4:00 pm on Friday, November 10, 2017 to

Reply to: **People Services Manager**

Western Ottawa Community Resource Centre
2 MacNeil Court, Kanata ON K2L 4H7
E-mail: careers@wocrc.ca

Only those applicants selected for an interview will be contacted