



Summer Job Posting: Junior Giants Leadership and Tutor Coordinator

Must be a 3rd Year Education University Student or Graduated from Faculty of Education

Type of Employment: Full time Summer Employment – Start date June 1st, 2021

Rate of Pay: \$20.00 per hour Full time position Monday to Friday

Closing date: Closing Date May 15th, 2021 (Pending Funding)

The Junior Giants **Coordinator** is responsible for the planning and implementation of the Junior Giants Tutor and Leadership Program

Junior Giants Leadership and Tutor PROGRAM COORDINATOR Duties:

- Have some knowledge and experience with Inclusion and Disability
- Must be able to Plan and implement a safe Tutoring Program
- Supervise program Staff and participants
- Assist in the training, supervision and evaluation of staff
- Provide ongoing leadership to staff
- Develop and implement training prior to program start
- Promote and Market the program
- Meet with Schools and Teachers as required to ensure proper goals for each child
- Review and implement policies and procedures pertaining to the program
- Effectively schedule staff to maximize the efficient delivery of the program
- Work in a team setting with program participants, all staff
- Provide verbal & written reports and evaluations to supervisor, as required
- Act as a positive role model to program participants and staff
- Provide a high standard of customer service to all patrons

Minimum Requirements as per Canada Summer Jobs:

- a) Is between 15 and 30 years of age (inclusive) at the start of employment**
- b) Is a Canadian Citizen or permanent resident, Foreign Students are not eligible**

Must have:

- Must be a 3rd Year or Graduate of Education University Student
- Imagination, experience and a love for working with children
- Strong organizational, leadership and supervisory skills
- Excellent written and oral communication skills
- Computer Skills
- The ability to Supervise Program Tutors
- Must possess a valid Alberta Driver's license and access to a reliable vehicle
- First Aid and CPR course (or are prepared to obtain)
- Recent Police Check with Vulnerable Sector – **Bring to Interview**
- Recent Child Intervention Check – **Bring to Interview or confirmation of application**
- References – **Minimum 3, Bring to Interview**
- Preference given to those who are able to plan, implement and assess a program.

Interested candidates please forward your resume with cover letter to mail@inclusionfoothills.org. NO PHONE CALLS PLEASE.

Only candidates selected for interviews will be contacted. Competition will close once a suitable candidate is found.

Inclusion Foothills values collaboration, trust, accountability and inclusion. We understand the importance of the right person for the right job and appreciate a diverse and inclusive workforce. We encourage all candidates with the required qualifications to apply for this position. We commit to working collaboratively on determining appropriate accommodations, if needed.

Funding: This program is partially funded through Service Canada – Canada Summer Jobs