



## Literacy & Basic Skills (LBS)

### LBS Special Projects Assistant/Supply Instructor – Summer Position

KL&S is a non-profit community organization. With professional, knowledgeable staff and dedicated volunteers, we deliver literacy upgrading, workforce preparation, and English Language instruction to adults and families in Kingston and the surrounding communities.

Do you have a passion for adult education and for supporting others to achieve goals in education, employment, and independence? If you want to work with a great team that strives to empower lives through literacy and language, then consider a summer position with KL&S.

As an LBS Special Projects Assistant/Supply Instructor you will be responsible for:

- Working with learners to develop literacy and basic skills, etc. in accordance with Ministry of Labour, Immigration, Training, and Skills Development guidelines.
- Providing individualized and group instruction to each learner and promote interactive learning in subjects such as English, math, reading, and digital.
- Evaluating and updating existing teaching materials and resources
- Developing new teaching materials and resources

### Qualifications

- Holds or is working towards a post-secondary degree or certificate with a focus in social services, adult education, learning and development, instructional design and instructional technology or related field
- Work experience instructing adult learners is an asset
- Proficient in MS Office Suite, Outlook and office equipment
- Creative, energetic and enthusiastic program delivery
- Demonstrated respect and sensitivity for cultural, educational, diversity and social uniqueness
- Work collaboratively with staff, team, learners and volunteers
- Flexible and adaptable to changing learner, community, agency and program needs
- Highly effective interpersonal skills together with strong English oral, written communication and presentation skills
- Ability to adapt teaching methods and instructional materials to meet learners' varying needs, abilities and interests within the Ontario Adult Literacy Curriculum Framework.
- Provide a clear criminal record check (CPIC) including vulnerable sector

This position is funded by the Canada Summer Jobs Program

The Canada Summer Jobs Program (CSJP) is a program under the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market.

As a requirement of the CSJP:

- This position is open to youth up to 30 years of age
- Candidates must be Canadian Citizens or Permanent Residents of Canada, or refugee on whom refugee protection has been conferred under the Immigration and Refugee Protection Act

Hours and Salary: 30 hours/week      \$17.75/hour

Summer position 9 weeks (June – August)

How to Apply:

Interested candidates can submit a **cover letter and resume** by May 29, 2023 to:

Manager of Human Resources:

Email: [smcdowall@klsread.ca](mailto:smcdowall@klsread.ca)

Website: [www.klsread.ca](http://www.klsread.ca)

KL&S hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process. Alternate formats will be provided upon request throughout the recruitment and selection process. If you require accommodation in order to participate as a candidate in the recruitment.

Thank you to all applicants for their interest in KL&S. However, only those selected for an interview will be contacted.