



Skills Development Instructor—Summer Position (3 positions available)

Kingston Literacy & Skills (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 education and for supporting others to achieve goals in essential skills, 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 a Skills Development Instructor you will be responsible to:

- Deliver task-based, learner-centered instruction and programming in writing, reading, math, money, digital literacy and pre-employment skills
- Follow a learner plan, utilize a variety of training materials, create lessons and activities, and adapt instruction to meet the needs of individual adult learners with barriers to success
- Respect the diversity and needs of adult learners seeking to upgrade their essential and pre-employment skills and create an engaging and positive learning experience

Qualifications

- The following are *required* for the Skills Development Instructor--Summer 2024 position:
 - Candidates must be between the ages of 15 and 30 at the start of employment. Candidates DO NOT need to be a current student.
 - Canadian citizenship, permanent residency, or refugee protection under the Immigration and Refugee Protection Act, and legal entitlement to work according to the relevant provincial/territorial legislation and regulations
 - Clear criminal records check (CPIC) with vulnerable sector (reimbursable by KL&S)
 - Judgement-free outlook and ability to support individuals with significant barriers to success including but not limited to low literacy, interrupted education, socio-economic challenges, and disability
 - Excellent communication, problem-solving, and customer service skills
 - Proven ability to complete projects and manage multiple tasks and competing priorities
 - Previous experience as a trainer, tutor, instructor, classroom support, Education Assistant, or equivalent in any environment
 - Ability to use technology as an instructional tool and ability to instruct others in the use of various forms of technology (email, online forms, apps, Microsoft Office, etc)
- The following are an *asset* for the Skills Instructor position:
 - Has or is working toward a post-secondary degree or diploma in education, human development, social services, communication, math, computer science, or equivalent related experience
 - Previous experience teaching or training adults aged 18+
 - Previous experience instructing any of the following Essential Skills: reading, writing, math, money, digital skills and pre-employment soft skills like time management, budgeting, and/or interpersonal communication

- Ability to assess learner progress toward reaching goals and to create and adjust instructional plans and strategies as needed
- Knowledge of and experience with trauma-informed responses and supporting vulnerable communities
- Previous experience with databases and reporting platforms

This position is funded by the Canada Summer Jobs Program. All candidates must meet qualifications of this program to qualify for employment. Candidates who identify as Black or other racialized youth, Indigenous, 2SLGBTQIA+, or a person with a disability are encouraged to apply.

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.

Hours and Salary: 30 hours/week @ \$18.55/hour + 4% vacation. Actual hours of work to be determined by candidates should be available 8:30am to 3:00pm, Monday through Friday with potential Tuesday evening hours. This is an in-person position located in Kingston, Ontario.

Summer position for 9 weeks. Successful candidates may be offered a continuing position within KL&S at the end of the summer contract.

THREE positions are available. Available dates of employment are:

- Starting May 21, Ending July 22
- Starting June 24, Ending August 23

How to Apply:

Interested candidates should submit a **cover letter and resume** by May 3, 2023 to Christianne Wojcik, Executive Director, at cwojick@klsread.ca.

Website: 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.