



KINGSTON LITERACY & SKILLS (KL&S)
Language Instruction for Newcomers to Canada (LINC)
Programming and Volunteers Coordinator

KL&S is an approved LINC (Language Instruction for Newcomers to Canada) provider delivering an English-language instruction program to adult learners. The Programming and Volunteers Coordinator plans and facilitates on-site and off-site activities and experiences for learners to create deeper engagement in English-language training and support cultural acclimation to life in the Kingston community and in Canada. The Coordinator also recruits and manages KL&S volunteers who support a variety of classroom and agency activities including one-to-one tutoring, classroom support, and fundraising.

Responsibilities:

- Plan and facilitate programming and activities that supplement and enhance in-class experiences for English-language learners and support successful settlement in Kingston and Canada
- Coordinate and lead experiences such as guest speakers, field trips, on-site activities, conversation circles, and workshops for adult learners in collaboration with LINC Instructors
- Recruit, screen, and facilitate training of language and literacy volunteers for one-to-one tutoring and classroom support
- Match volunteers to opportunities, and maintain volunteer schedules and communications
- Develop programming that accommodates varying levels of English proficiency
- Collaborate with instructional staff and site management
- Establish and maintain strong relationships with local agencies, resources, points of interest, and businesses in order to coordinate programming and recruit volunteers to support KLS
- This is NOT a virtual position and this is NOT an instructional position

Qualifications:

- Completion of a college or University degree in a related field
- Experience in education or not-for-profit/volunteer-led agency is preferred
- Demonstrated understanding of cultural diversity, equity, and inclusion as applies to planning and facilitating programming for newcomer adults
- Experience coordinating groups of volunteers or volunteer-led events
- Excellent organization, oral and written communication, and time-management
- Experience planning engagements and activities that accommodate a variety of abilities, cultures, interests, and backgrounds
- Excellent working knowledge of Kingston community resources and points of interest, and relationships within the Kingston community that support success in this role
- Experience planning within a budget
- Creativity, energy, patience, and adaptability; proven success working independently and as part of a collaborative team
- Proficient in MS Office, Outlook, Zoom, and Teams
- Must be able to lift 20lbs, setup and tear down equipment and furnishings used for activities in a multi-use space, and determine equipment and furniture needs for a variety of activities
- Must be able to setup and troubleshoot technology used for presentations (laptop, projectors, web cam, speakers, etc) and/or workshops
- Clear Vulnerable Sector Criminal Record Check (CPIC).

Hours of work:

24 hours /week Monday – Friday

Interested candidates should submit a **cover letter and resume** by 12 noon on June 27, 2022 to:
Human Resources Manager

Email: smcdowall@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.