

## Literacy Program Coordinator (Tutoring School Manager)

**Terms of Employment:** Seasonal, Full Time, Weekend, Day, Evening

**Salary:** \$17.00 hourly for 35 hours per week

**Anticipated Start Date:** May 21<sup>st</sup>, 2019 (14-week term)

**Location:** Lac La Biche, Alberta (1 position)

**Education:** Completion of high school and currently enrolled in Education courses

**Credentials (certificates, licences, memberships, courses, etc.):** Not applicable

**Experience:** Experience an asset

**Languages:** Speak English, Read English, Write English

**Work Setting:** Public library

**Type of Collection:** Young adults, Children, Adults

**Additional Skills:** Use word-processing, spreadsheet and other software packages, Manage projects

**Security and Safety:** Basic security clearance (Criminal Record Check needed)

**Work Conditions and Physical Capabilities:** Attention to detail, Combination of sitting, standing, walking, bending, crouching, kneeling

**Work Site Environment:** Dusty, Air conditioned, Confined spaces

**Ability to Supervise:** 1-2 people

**Essential Skills:** Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

**Essential Skills:** This 14 week position requires the creation of individualized lesson plans, one-on-one tutoring with K-6 students and promotion of literacy, school visits and the preparation of media releases.

**Employer:** Lac La Biche County Library Board



**How to Apply:**

By E-mail: [director@llbcl.ca](mailto:director@llbcl.ca)

**Advertised until:** April 11<sup>th</sup>, 2019

*We thank all applicants for their interest in our organization;  
however, only short-listed applicants will be contacted.*