



## Adult Learning Facilitator JOB CALL 25 Hours / Week Permanent Position

Action Read is a community-based non-profit organization with 35 years' experience delivering literacy, numeracy and Essential Skills programs to adults and families in Guelph, ON. Our free and accessible learner-centered programs are part of the Employment Ontario network. We are looking for a compassionate, creative and experienced adult educator who is driven to help others succeed.

### Responsibilities:

- Facilitate in-person and online literacy, numeracy, and digital literacy small groups, two GED groups and a variety of short-term courses for employment, further education and independence.
- Plan groups based on community needs, demand and trends.
- Identify and implement new learning curricula to meet a variety of learning goals. Create supplemental materials to meet individual needs and learning styles.
- Conduct initial and ongoing assessments. Develop learner plans.
- Document learner intakes, goals, accommodations and progress.
- Liaise with community agencies to promote Action Read's programs, and to support learner goals.
- Support and participate in special events.
- Attend relevant training and networking opportunities.

### Qualifications:

- Bachelor's degree or post-secondary certificate in education, adult literacy, or related field.
- Minimum 3 years of teaching experience in adult basic education at a community or college level.
- Excellent communication, interpersonal and problem solving skills. Flexible and self-starter.
- Capable of facilitating learning of a variety of subjects, including computers, math, English and employment skills.
- Demonstrated ability to work with adults of diverse and often disadvantaged backgrounds.
- Enjoy working with others in a social, diverse and community-based organizational environment.
- As we work with vulnerable adults, successful candidate must be fully vaccinated against Covid-19.
- Valid driver's license is an asset.

**Terms:** Action Read aims to attract and retain a well-qualified individual who is passionate about contributing to our adult basic education mission. This is a permanent position at 25 hours per week. Hours are Monday 1-8 pm, Tuesday 9:30am-4:30pm, Wednesday 9:30am-4:30pm, and Thursday 9:30am-1:30 pm. Except for Monday, there may be some flexibility with hours. The work location is in Action Read's Cork Street office in downtown Guelph. Salary Range \$22.55-\$25.95 per hour depending on experience, plus health and dental benefits.

**To apply:** Please send a cover letter and resume to the Hiring Committee at 8 Cork St. East, Guelph, ON N1H 2W8, or email [actionstaff@on.aibn.com](mailto:actionstaff@on.aibn.com) and indicate "Adult Learning Facilitator" in the subject line.

**Application deadline Tuesday, September 20, 2022 at 4:30 pm.**

*Action Read is an equal opportunity employer.*

*We sincerely thank all those who apply, but only those chosen for an interview will be contacted.*