

Learning Coach, Literacy and Basic Skills

Location: YMCA Employment Services, 500 Drury Lane, Burlington, ON

Position Type: Part time; 21 hours per week; 1 year contract

Salary Grade: Grade 3

Salary Range: \$22.15 – \$27.70 per hour

Anticipated Start Date: December 1, 2025

Position Overview:

We believe that it is through the power of our amazing people that the #YSavesLives. By joining the YMCA Hamilton|Burlington|Brantford Employment, Immigrant & Settlement Services team, you will contribute to making our Y the best place to work.

We are seeking a passionate and results-driven Learning Coach to support the Literacy and Basic Skills Program in achieving direct instruction for our adult clients on our caseload. The Learning Coach role is responsible for instruction in essential skills including reading, writing and digital skills for adults who are having academic, literacy and numeracy difficulties. Preparation occurs to assist adults preparing for post-secondary education, apprenticeship, or employment paths.

This is an excellent opportunity for an individual with a high level of interest in working with the YMCA HBB as a charitable organization.

What You'll Do:

- Works at a desk in a cubicle office/classroom environment
- Works with at risk adults to guide them to desired outcomes
- Flexible hours, some evening and occasional weekend work
- Corrections learning initiative includes travel and working with incarcerated individuals
- Hybrid work environment- working in both virtual learning and in-person services in Burlington, Milton and Brampton correctional facilities
- Provide direct instruction to adults (19+) who are having difficulties in essential skills including but not limited to elementary, secondary, and post-secondary levels.
- Provide direct instruction to adults who are preparing to complete their secondary school equivalency (eg. CAEC - Canadian Adult Equivalency Certificate)
- Provide direct instruction to adults who are preparing for post-secondary education- this includes advanced mathematics that includes but is not limited to functions, algebra, calculus, data management, geometry, statistics, and computational sciences
- Provide direct instruction of senior level mathematics to participants in the Apprenticeship program stream in order to ensure success in college
- Plan lessons for individualized programming
- Assess and evaluate the skills and achievements of the learners
- Support development of learning plan based on the outcomes of the assessment results
- Provide support and encouragement to program participants
- Administrative duties – reports, case notes, correspondence, statistics, file management

What You'll bring:

- Post-Secondary degree with appropriate education and skills to support program participants including but not limited to Adult Education
- Ontario College of Teachers Certification is an asset
- 2 – 4 years of experience with adults in a teaching or tutoring environment
- 2 – 4 years of experience working with learning disabilities/special needs
- Knowledge of differential instructing methods
- Ability to build positive relations with participants and staff
- Ability to work within government funded guidelines to achieve desired outcomes
- Proficient with Microsoft Office applications, Internet and educational software and learning management systems
- Flexible regarding assigned work hours
- Excellent interpersonal, negotiating, and conflict-resolution skills to deal effectively with a wide variety of situations
- Demonstrated sensitivity to the needs and issues of highly barriered clients)
- Develop and design training to suit a variety of learner needs and levels
- A current and satisfactory Police Records Check/vulnerable sector is a condition of employment

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton|Burlington|Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire. Police Records Checks are reviewed on an individual basis, and the offence(s), if any, is considered in the decision-making process in relation to the requirement of working with children; therefore, not eliminating all candidates with a record from being offered a position.

Ready to Make a Difference?

The YMCA is a charity that ignites the potential in people. #YSavesLives starts with building a strong community. If you're passionate about creating a vibrant and healthy community where everyone thrives, we want to hear from you!

Interested in applying? Please submit your resume to: Christina Cassar, Program Manager email to: christina.cassar@ymcahbb.ca by no later than **November 28, 2025**.

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity. We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply. If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department plc@ymcahbb.ca