



YMCA of
Hamilton | Burlington | Brantford

Literacy & Numeracy Tutor

Newcomer Youth Centre

YMCA Employment & Immigrant Services

Two positions available in Burlington, Ontario

Hourly Wage: \$22.50 per hour

Position Status: Part time (up to 20 hours per week)

Placement: Immediately

Nature & Scope

As a branch of the YMCA of Hamilton/Burlington/Brantford, the YMCA Employment and Immigrant Services branch delivers Employment Services, Youth Initiatives, Literacy and Basic Skills, Summer and Part time Employment Experience Programs, Youth Outreach and Immigrant and Settlement Programs.

In partnership with the Halton District School Board, the YMCA will offer tutoring support programs that will support learning recovery and renewal in response to the COVID-19 pandemic. The program will provide literacy and numeracy support to Halton students in grades 6-9 from January - June 2023.

Responsibilities:

- Provide tutoring to youth (in grades 6-9) who are experiencing academic difficulties in school due to the COVID pandemic
- Develop tutoring lessons following the Ontario school curriculum
- Implement pre and post assessment to evaluate the skills and achievements of the program participants
- Develop learning plans based on the outcomes of the pre-assessment results
- Provide an ongoing support and encouragement to program participants
- Completes administrative duties such a writing reports, case notes, correspondence, statistics, file management
- Perform data entry tasks for activities into the OCMS management system.
- Assists with other administrative support as required
- Attends workshops, trainings, conferences and staff meetings as required

Apply Now

If you are interested in this position, please submit your letter of application and resume by **January 17, 2022** attention:

Edgar Hernandez
Newcomer Youth Centre –
Program Manager
edgar.hernandez@ymcahbb.ca

We thank all applicants, however, only those considered for an interview will be contacted.

Accessibility:

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Act (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.



Charitable Registration #
10808 3825 RR001





Qualifications:

- Currently attending or have completed post-secondary education in related field or a relevant combination of education and experience
- Able to work independently and in a team environment
- Experience working with students with different learning abilities and/or other special needs
- Experience in tutoring students with reading, writing, spelling and other subjects
- Ability to build positive working relations with program participants,
- Excellent computer skills including Microsoft Office, Windows XP, Internet, Email, Online Communication Platform Systems and the ability to work with customized software.
- Demonstrated knowledge of anti-racism and cultural sensitivity awareness
- Flexible regarding assigned work hours
- A current Vulnerable Sector Check in a condition of employment

Competencies:

Commitment to Organization Vision and Values

Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.

Diversity

Demonstrates respect for people of diverse backgrounds; makes efforts to educate oneself and others about diversity issues

Teamwork

Actively builds teams and encourages open relationships for maximum organizational effectiveness.

Relationship building and collaboration

Builds positive interactions both internally and externally to achieve work related goals.

Planning/Organizing

Ability to establish a clearly defined and effective course of action for self and others to accomplish short- and long-term work goals

Why Work for the YMCA?

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At the YMCA of Hamilton/Burlington/Brantford, in addition to fair wages, we offer a complimentary general membership with additional options for family participation. A comprehensive benefits program is also available to employees including a competitive and robust pension program. YMCA Employees enjoy a generous vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an Employee Assistance Program which provides confidential counseling and referral services as well as preventative education. Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families. We look forward to welcoming you to the YMCA.



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Communication

Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.

Internal Applicants:

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.

Organizational Overview:

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Belonging, Caring, Honesty, Respect and Responsibility, as well as, a commitment to building developmental assets in children and adults. 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.



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