



Job Description

Position Title:

Riverbend ROCKS Tutor

Accountable to:

Riverbend ROCKS Coordinator

Summary:

Reporting to the Riverbend ROCKS Coordinator, the Tutor will be responsible for working with children (boys and girls) aged 6 to 12 in the areas of basic numeracy and literacy.

The Riverbend ROCKS program works to actively support and enhance the well-being of vulnerable youth and families living in the Brander Gardens Social Housing Complex. This is a community-based position where the tutor will be expected to tutor children in their own homes. All families accessing tutoring will provide proof that each individual over 12 is fully vaccinated. All Alberta Health guidelines, including masking and social distancing, will also be followed.

Job Details:

This is a part-time position of up to **10 hours per week**. The selected candidate would be available to tutor **during evenings and weekends**. Scheduling of tutoring sessions would be dependent on the tutor and the families receiving services.

The position has an anticipated start date of October 18, 2021. The position will run until December 31, 2021 with a possibility of a contract extension.

Eligibility:

To be eligible for this position, you must be a mature individual with experience working with children and a knowledge of the issues and concerns facing vulnerable and immigrant families. Post-secondary candidates are preferred. Individuals who apply must be able to provide verification of two COVID-19 vaccine doses and a clear Police Check with Vulnerable Sector Check.

Responsibilities:

Under the supervision and guidance of the Riverbend ROCKS, the tutor will be responsible to:

- ❖ Assess the literacy and numeracy of children based on standard measures.
- ❖ Be familiar with current teaching/tutoring methods of engaging children.
- ❖ Be familiar with academic supports available for children and families (i.e. online tools) and utilize as required.
- ❖ Be familiar with curriculum expectations for each Grade level.
- ❖ Understand and be able to explain basic numeracy and literacy for children in Kindergarten to Grade 6 with a focus on Kindergarten, Grade 1, Grade 4, Grade 5, and Grade 6.
- ❖ Prepare materials for tutoring sessions.
- ❖ Create and implement tutoring plans to address deficiencies in numeracy and literacy.
- ❖ Report any family issues/concerns not related to student curriculum needs to the Riverbend ROCKS Coordinator to address.

Expectations for Literacy and Numeracy:

- Kindergarten
 - Literacy: Recognize the Alphabet (capital and lowercase).
 - Numeracy: Number recognition to 100.
- Grade 1
 - Literacy: Forming three- and four-letter words; read books at a Grade 1 level; ability to form capital and lowercase letters.
 - Numeracy: Ability to count in 2s, 5s, and 10s; basic addition and subtraction with one digit.
- Grade 4 to 6 (to focus on skills appropriate to each grade level)
 - Literacy: read at appropriate grade level; understand sentence structure and basic grammar (verbs, nouns, adjectives); ability to construct a basic sentence.
 - Numeracy: Addition and subtraction (one and two digit with carry over); multiplication (single and double digit); division (long and short); understanding of counting money; understanding of telling time; familiar with word problems.

To Apply:

Please send a resume and a cover letter to riverbendrockscordinator@gmail.com by October 1, 2021.

In your cover letter, please speak to why you are interested in this position and what skills and talents you bring to the program. Please ensure you have two individuals who would be willing to provide a reference via a phone call.