



## Internal/External Employment Opportunity

**Position Title:** Homework Club Tutor  
**Component/Team:** Community Development and Engagement  
**Status:** Relief, (approximately 12 hours per week, during the school year; Monday – Thursday from 2:00-5:00 pm).  
**Salary Scale:** \$15.00 hourly, plus 4% vacation pay in lieu of benefits  
**Start Date:** Immediately

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### Position Description:

Provides individual assistance to Grades 1-6 children in numeracy and literacy skills home work.

### Job Specific Responsibilities:

- Assist staff in the implementation of program activities as required.
- Provide support and assistance to program participants.
- Performs other related duties as assigned.
- Maintaining attendance records, progress reports, and weekly statistics
- Set up of program site for activities
- Helping maintain a safe, structured environment

### Skills, Education and Experience:

Requirements for this position include:

#### Education and Language

- High school diploma or 2-3 years related experience in a community setting
- First Aid certificate an asset
- Under the Centre's designation to provide French Language Services, this position is not designated.
- English and French are considered essential; other languages an asset
- Police Records Check for vulnerable populations

#### Professional Experience

- Experience working with children and youth in a community setting

#### Knowledge, Skills and Abilities

- Understanding and sensitivity to poverty and health equity issues
- Basic computer skills required
- Ability to work flexible hours, including evenings and weekends



**Reporting Relationship:**

The Homework Club Program Tutor reports directly to the Homework Club Program Assistant.

**Conditions of Employment:**

Hours of work will be Monday to Thursday from 2:00 to 5:00 pm, with the exception of school holidays and school closures.

An offer of employment will be conditional upon the candidate completing a criminal reference check, verification of educational requirement for this position and linguistic profile to the satisfaction of the Sandy Hill Community Health Centre.

**Accommodation:**

SHCHC will provide accommodation for applicants with disabilities in its recruitment process.

If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.

**How to Apply:**

To apply, please visit [sandyhillchc.workable.com](http://sandyhillchc.workable.com) and select the appropriate job opening.

Clients of the Centre are welcome to apply. Should a client become the successful candidate, they will no longer be able to continue receiving services at Sandy Hill Community Health Centre. Assistance will be made available to find an alternative provider.

**POSTING DATE:** January 16, 2019

**CLOSING DATE:** January 22, 2019 at 4:00 p.m.