

## Job Posting

### **Program Facilitator – Tutoring**

**Permanent, Part-time, \$23 to \$28 per hr. commensurate on education and experience  
(17.5 to 21 hours weekly)**

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of six locations, Unison offers core services that include primary health care, counselling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education™ and a Diabetes Education Program. Unison's mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison Health and Community Services is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

The primary goal of the Pathways to Education program is to address two social determinants of health by providing programs and services to enhance the educational and employment success of youth in the community. The program works with high school students to improve school attendance and academic success.

The **Program Facilitator – Tutoring** maintains safe and effective academic support programs for grades 9, 10, 11, and 12 high school students. This is achieved by developing skills in volunteer tutors to engage students and support them with their academic needs, primarily in an after-school tutoring environment. This role also includes matching volunteers to students and organising educational resources as appropriate.

The Program Facilitator – Tutoring is accountable to the Director, Pathways to Education.

#### **Job-Specific Responsibilities:**

- Be on-site for after-school tutoring activities, Monday to Thursday, typically from 3:00 - 8:00 p.m.
- Facilitate training of tutoring program volunteers and the provision of ongoing communication and supports
- Assist program leadership with supervision of volunteers by supporting volunteers on-site
- Develop programming routines and manage tutoring space to foster an effective learning environment
- Support the tutoring attendance and participation management process
- Participate in the development and acquisition of tutoring resources and materials
- Develop routines for matching volunteer tutors with students and monitoring progress
- Identify signposts and patterns of tutoring successes and challenges
- Participate in Pathways team meetings to strategise on improving student engagement and participation
- Participate in ongoing client conferencing with other Pathways team members
- Develop partnerships in the community and broader Toronto area that will enhance academic supports
- Prepare reports and maintain documents as required for each site
- Other duties as required

#### **Job-Specific Qualifications:**

- Demonstrated knowledge and experience in group work and community development

- Demonstrated knowledge of, and sensitivity to, the impact of social, economic, environmental, and cultural issues on diverse and low-income communities
- Knowledge of issues affecting communities facing barriers to access in an urban environment
- Familiarity with the social, economic, and cultural conditions of the project's geographic area, experience in working with local service providers, community groups and networks, and an understanding of local issues and priorities are an asset
- Post-secondary education in a related field
- Experience as a tutor, youth worker, or related experience working with youth from diverse backgrounds
- Familiarity with the Ontario high school curriculum and EQAO assessments
- Experience using special education teaching techniques
- Understanding of group dynamics, youth social skill development, and mentoring relationships through tutoring
- Tutoring techniques appropriate to youth of a variety of cultural backgrounds in both 1:1 and small group settings
- Volunteer tutor training skills and techniques for on-going support
- Knowledge of and experience with informal individual counseling techniques
- Knowledge of community and educational resources for youth
- Skilled in Microsoft Office (Word, Excel, Outlook, Powerpoint) environments and client relationship management applications
- 2-3 years experience in a community-based setting

**This position requires flexible hours and evening work.**

Interested candidates are asked to email a résumé with covering letter by Wednesday, March 4, 2020 at 4:00 p.m. to:

Hiring Committee – Program Facilitator - Tutoring  
 Unison Health and Community Services  
[hirings@unisonhcs.org](mailto:hirings@unisonhcs.org)

**Please cite UN\_2020\_003 in the subject line of the email.**

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.