

JOB POSTING

# **Program Facilitator - Tutoring, Pathways to Education Site**

Full-time, Contract - 35 hours per week (October 2024 to November 2025)

# **$43,543 to $51,582 per annum commensurate on experience**

**About Unison:**

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 Program Facilitator, Tutoring maintains a safe and effective tutoring program by developing skills in volunteer tutors to engage students, identify special needs and learning styles, and to match suitable tutoring techniques for each student. The Program Facilitator for Tutoring will also support a small caseload of students to provide the support needed for their success. The Program Facilitator, Tutoring will report 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.
* Use knowledge of Ontario High School Curriculum, EQAO and credit accumulation in program planning and development.
* Develop program routines and manage tutoring space to foster an effective learning environment.
* Manage group dynamics among students and volunteer tutors including addressing challenging student behaviour and supporting volunteers with group facilitation and management.
* Support the tutoring attendance and participation management process.
* Participate in the development and acquisition of tutoring resources and materials.
* Maintain focus on equity and inclusion in resources and practices.
* Develop routines for matching volunteer tutors with students and monitoring progress.
* Create modifications and accommodations to tutoring meet the diverse and or individual needs of students (including learning styles, Individual Education Plans (IEPs) and differing abilities).
* Identify signposts and patterns of tutoring successes and challenges.
* Collaborate with Youth Program Support Worker staff for outreach, space management and security and safety at program site.
* Participate in Pathways team meetings and maintain ongoing communication with Youth Development Workers to strategize on improving student engagement and participation.
* Participate in ongoing client conferencing with other Pathways team members.
* In collaboration with Youth Development Workers collect and maintain clear records on students who are participating in Alternative forms of Tutoring Programming.
* Develop partnerships in the community and broader Toronto area that will enhance academic supports.
* Document any incidents or situations of difficulty involved with tutoring sessions.
* Prepare reports and maintain documents as required for each site.

Volunteer Engagement and Management:

* Support volunteer recruitment process.
* Develop and deliver volunteer tutor training and orientation which should include Anti-Oppression, Youth Engagement and Tutoring Skills.
* Supervise and support volunteers on site and elicit feedback to inform program on a regular basis.
* Maintain volunteer records including hours, contact info, etc.
* Maintain effective communication with all tutor volunteers via email, phone, etc.
* Collaborate with supervisor on volunteer appreciation initiatives and other volunteer management activities.
* Collect and act on information from tutor volunteers observations and input.
* Fill in as needed for absent volunteer tutors or modify staffing plan as necessary.
* Other duties as required.

# **Organizational Responsibilities**

* Participate in team and organization-wide meetings and committees, initiatives and events.
* Develop work goals in conjunction with supervisor, identifying action plans, learning objectives and professional development needs.
* Participate in performance appraisal process including self-evaluation component.
* Adhere to all policies and procedures of the organization.
* Submit encounter data and/or statistics, administrative forms and reports in a timely fashion.
* Orient, supervise and support students and/or volunteers as required.
* Identify, report and debrief on client safety incidents, good catches, occupational health and safety incidents and near misses.
* Identify any information and service gaps which need to be addressed.
* Committed to equalilty and social inclusion.
* 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 submit a résumé with covering letter by 4:00 pm on Thursday, October 17, 2024 to:**

Hiring Committee – Program Facilitator - Tutoring

Unison Health and Community Services

Toronto, ON

[hirings@unisonhcs.org](mailto:hirings@unisonhcs.org)

**Please cite UN\_2024\_053 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.

While we thank all applicants for their interest, only those selected for interview will be contacted.