



## Ready, Set, Learn! 2017

(formerly known as the Summer Tutoring Program for Kids)

### Tutor Job Ad and Description

**Title:** Summer Tutor

**Duration:** 10 full-time weeks beginning June 19, 2017

**Location:** Various libraries across PEI

**Employer:** PEI Literacy Alliance

**Deadline to apply:** May 1<sup>st</sup>, 2017

#### We offer:

- \$12.75/hour (includes vacation pay) for 37.5hrs/week
- 3 days of training in Charlottetown
- A large tote full of teaching supplies
- Some mileage will be paid

#### Requirements:

- ✓ You are currently registered as a full-time student in a post-secondary, vocational or technical program
- ✓ You are willing to travel and have access to a vehicle
- ✓ You intend to return to school full-time in the next academic year
- ✓ You are a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred
- ✓ You are not working 30 hours or more per week at another job
- ✓ You are between 15 and 30 years of age at the start of the employment

#### Qualifications:

- Experience working with children ages 5 to 12
- Excellent organizational skills



- Excellent communication skills
- Excellent interpersonal skills
- Excellent problem solving skills
- Strong ability to work independently
- Strong ability to be creative and innovative

#### **Assets:**

- Ability to tutor French students in grades 1 to 6
- Knowledge of effective teaching strategies
- Experience working with children with learning disabilities

## **Tutor Job Description**

As a tutor, you will tutor about 30 students one-on-one each week. For the most part you will be working independently in a library setting. You will have a tutor tool kit with all the supplies you will need for the summer. You will also have a referral sheet for each student that will tell you what each student needs to work on and other important information. You may be working in two to three libraries and therefore are required to travel.

#### **You will be responsible to:**

- attend all orientation and training days
- organize your own schedule and coordinating it with the libraries' and parents' schedules
- meet with resource teachers from each of the schools your students attend
- develop unique lesson plans for each student
- report to your supervisor regularly
- maintain a good relationship with the library staff
- maintain good communication with parents about what you are working on with their children and how their child is doing
- write final reports for each child at the end of the summer
- submit timesheets and mileage sheets bi-weekly to your supervisor



**How to apply:**

Submit a **cover letter** and **resume including two references** by email or in person by May 1<sup>st</sup>, 2017. In your cover letter please indicate how you meet **all of the requirements and qualifications**. If you do not indicate how you meet all of the requirements you will be screened out. Please also indicate if you are able to tutor students in **English, French Immersion or Francophone** programs. **Please also state the location of your summer residence.**

**By email to:**

[gina@peiliteracy.ca](mailto:gina@peiliteracy.ca)

**In person to:**

Sherwood Business Centre  
161 St. Peters Road

**Please note:** Applications will not be accepted if sent by mail.

**If you have any questions, please contact:**

Gina Hyson  
902-368-3620  
[gina@peiliteracy.ca](mailto:gina@peiliteracy.ca)