

INTERNAL/EXTERNAL LDAWE JOB POSTING

Posting Date: June 23, 2016

Internal candidates (permanent employees, contract employees, volunteers, and student placements) who wish to be considered for a new or vacant position must apply by submitting a cover letter and resume to the person indicated on the posting by the indicated deadline.

Position: Program Tutor/Administrative Assistant - Service Canada Summer Job Grant

Duties:

- Prepare program materials as directed.
- Fill in for program staff at various sites if absent.
- Answer phones and greet clients.
- Provide information on programs and services.
- File documents and files.
- Fax and scan documents.
- Other duties as assigned.

Qualifications:

- Excellent organizational skills.
- Excellent oral, written, and interpersonal skills.
- Computer experience a definite asset.

Conditions of Employment:

- Temporary Summer Position; 32 hours per week.
- Must have access to reliable transportation as training will take place throughout Windsor and Essex County. Mileage will be reimbursed as per the Association's Expense Claim Policy.
- Must be a student 15 to 30 years old who are full-time students intending to return to their studies in September 2016.
- Must have a satisfactory up-to-date police clearance.
- Salary: \$11.25 per hour
- Days: Monday to Thursday
- Hours: 9:00 am to 4:30 pm
- Reports to: Program Coordinator

Apply with a cover letter and resume to the attention of Mary-Ann Fuduric (mfuduric@ldawe.ca), by 4:00pm on Friday, July 1, 2016.

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Position: Program Tutor - Service Canada Summer Job Grant

- Provide one-to-one and small group tutoring to program participants.
- Follow lesson plans provided by Lead Facilitator.
- Assist Lead Facilitator with implementing educational and physical activities.
- Promote an atmosphere of success and encourage program participants to achieve their personal best.
- Modify activities to meet individual needs.
- Promote idea that learning can be fun.
- Supervise school age children when required.
- Other duties as assigned.

Qualifications:

- Post-secondary education in a related area of study
- Effective verbal and written communication
- Experience in a similar position an asset
- Excellent organizational skills
- Patience, creativity, and flexibility
- An understanding of learning disabilities and attention deficit disorder
- Computer Experience an Asset.

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- Salary: \$11.25 per hour
- Days: Monday to Thursday
- Hours: 9:00 am to 4:30 pm
- Reports to: Program Facilitator/Program Coordinator

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