

Volunteer Tutor

The Agency

The Calgary John Howard Society (CJHS) is a charity that reduces crime and makes Calgary communities safer by helping youth and adults make positive changes and move away from criminal behavior. We do this by addressing the root causes of crime through housing, education, employment programs and support so that individuals have alternatives to breaking the law. CJHS is committed to restorative justice and an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

As a condition of placement at CJHS, we require the successful candidate to be fully vaccinated against COVID-19. Where the candidate has not obtained the vaccines, the candidate will be considered on an exceptional, and case by case basis; CJHS will adhere with its obligations under the Alberta Human Rights Act.

The Program

The Literacy and Learning Program is a free service that offers individuals the opportunity to improve literacy and/or computer skills. The program is for men and women aged 18+ who are facing language and literacy barriers and have had or are at risk of being involved with the criminal justice systems. The program offers one-to-one tutoring or small group learning in the community. The program focuses on foundational learning, supporting learners up to a grade 9 level or a basic level of computer skills. Learners can work on reading, writing, computer skills, and specific self-identified learning goals with an emphasis placed on skills that can be used in everyday life.

The Position

The volunteer tutor will work with foundational learners who request assistance to improve their literacy and digital literacy skills. Some position specific activities might include collaborating with the Literacy Coordinator to facilitate course programs within the office and community, facilitate drop-in lab sessions in collaboration with our employment program, or offer one-to-one tutoring sessions with clients. Tutors will assist learners in job seeking, completing online job applications, improving internet functions, opening and using email accounts, and using Microsoft programs to create resumes and cover letters. The volunteer tutor will also work collaboratively with the Literacy Coordinator to ensure that learner goals and needs are met, client data is collected and entered into the organization's database, and that workshops and drop-in lab sessions operate smoothly.

Qualifications/Expectations

- Provide a nurturing environment to set and pursue learning goals
- Nurture learner self-esteem and self-confidence
- Support learner up to a Grade 9 level of literacy/education
- Teach skills related to goals and objectives

- Have proficient, web-based email, and Internet skills
- Be familiar with resume and cover letter formats and comfortable with formatting on Microsoft programs
- Suggest and develop individualized plans to meet the learners' needs/goals
- In collaboration with the program staff and learner, choose materials appropriate to the learner's level and goals
- Participate in assessment of the program and assessment of learner progress
- Develop awareness of internal/external resources to make appropriate referrals for learners
- Keep accurate records to be submitted for reporting purposes
- Previous teaching or tutoring experience, or experience working with adult foundational learners is an asset

Time Commitment

- Maximum of 4 hours each week
- A one year plus commitment to the program

Training Orientation and trainings are offered in addition to access to ongoing training sessions and events with the purpose of allowing the volunteers the opportunity to delve deeper into some of the issues impacting the people served.

Applications will be accepted until the position is filled.

Please submit your cover letter and resume to:

Brianna Macleod, Volunteer Coordinator at

brianna.macleod@cjhs.ca

Please cite: Attention: Volunteer LLP Tutor Position in the subject line

The Calgary John Howard Society thanks all applicants; however, only those considered for an interview will be contacted.