

Numeracy (Math) and Digital Literacy Instructor, Adult Literacy and Academic Upgrading Program

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

The Adult Literacy and Academic Upgrading Program is an Employment Ontario funded Literacy and Basic Skills (LBS) Program. We provide individualized support to adults wishing to upgrade their literacy, numeracy and digital skills in a supportive environment. The program provides a combination of one-to-one, small group and more structured classes.

West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.

West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

Responsibilities:

- Plan and deliver ongoing numeracy and math training to adults at all levels (from very basic to LBS Level 3 (approximately equivalent to grade 9)).
- Work with learners one-to-one, in small groups and in a drop-in setting.
- Assess learners' numeracy skills.
- Facilitate numeracy-related workshops (such as test-taking strategies).
- Work closely with other members of the Adult Literacy and Academic Upgrading program to create a supportive and welcoming environment conducive to learning for all participants (tutors and learners).
- Work with other members of the program and organization to support learners to reach their goals.
- Support volunteer tutors working one-to-one with learners.
- Maintain participant records and ensure the confidentiality of information.
- Provide appropriate referrals to West NH and external programs and services to support learner success.
- Promote adult literacy and adult education including equity of access to opportunities through community education, advocacy and networking.
- Perform other duties as required.

Internal Job Posting

Qualifications:

- Post-secondary education
- 1 – 3 years' experience teaching basic math to adults
- Small group facilitation skills
- Experience working with a diverse group of adults (including adults with disabilities)
- Ability to adjust facilitation style to meet the needs of learners
- experience assessing adults' academic and non-academic needs.
- Knowledge of the Ontario Adult Literacy Curriculum Framework (OALCF) and EOIS-CaMS would be an asset.
- Ability to work occasional evenings.

Status: Temporary Contract (January 3 – May 5, 2022) to cover a LOA
Start Date: January 3, 2023 (or earlier)
Hours: 25 per week (hours are flexible, but occasional evenings may be required)
Rate: \$25.44 per hour
Unit: Community Economic Strategies
Immediate Supervisor: Coordinator, Career Pathways and Adult Learning Programs
Posting Date: December 5, 2022
Closing Date: December 12, 2022

Please send resumes by 5:00 pm on the closing date to:

Coordinator, Adult Learning Programs
248 Ossington Ave.
Toronto, ON
M6J 3A2
judisn@westnh.org