

The Community Education Program at Simon Fraser University invites applications for the following positions:

Tutor/Classroom Facilitator for Certificate in Community Capacity Building (Literacy Lives Project pilot program)

Position Outline

The Community Education Program is seeking 2 part-time classroom facilitators/tutors to work with 30 learners in the pilot offering of the Certificate in Community Capacity Building. Position provides support to the instructor in preparing appropriate lesson plans, resources and classroom set-up; facilitates small-group work in class; works one-on-one with learners to assist them with class projects and assignments and reaching personal learning goals, specifically related to community capacity building, and HIV and other health content; helps to enact pre-planned conflict resolution strategies in the classroom when conflict arises; and generally supports learners who have diverse literacy and essential skill levels. The position also assists the instructor and project manager in liaising with community-based project coordinators regarding learners, keeps accurate records and files with regards to all tutoring sessions, meetings and classes, and keeps regular reflective field notes on the program that will be used for project evaluation.

Background

The successful applicants will support learners as they work through a 26-week curriculum. The curriculum is framed around identifying, planning, implementing and evaluating a community project that captures something the learner feels passionately about in the area of HIV, social determinants of health, and community literacy. Learners will be recruited and selected by staff at collaborating community agencies. These agencies work primarily with members and clients who experience vulnerability to HIV for a variety of reasons. Learners will have some experience or a strong interest in community leadership and will likely have experience in peer training programs. They will be supported with bus tickets, food on class days, money for child care, a small financial stipend, regular meetings with a community-based support person, and a supportive learning environment, which the successful applicants will play a significant role in creating.

Qualifications

- Formal tutor and/or facilitation training at a recognized post secondary or training institution required. Certification an asset.
- An undergraduate degree in Adult Education, Social Work, or a related field, or an equivalent mixture of education and experience. (*Qualifications continued on next page.*)

Canada

This project was made possible with funding support from the Government of Canada's Office of Literacy and Essential Skills.

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Qualifications continued...

- At least three years experience and high comfort level working both one-on-one and in group environments with adult learners who experience multiple barriers to participating in university education. This includes active injecting drug users, learners with mental illness, street-entrenched youth, and sex workers, as well as lesbian, gay, bisexual, queer, transgender and two spirited people, Aboriginal learners, people with low-incomes, women, and people who are HIV positive.
- Strong understanding of the varied and complex issues and strengths that learners with these experiences may bring to the classroom.
- Strong understanding of and experience using a strengths-based education approach and a belief in the potential of community capacity building.
- Ability to build relationships and bridges across difference in a non-judgmental and respectful manner.
- Ability to exercise sensitivity to, and to assist in creating an environment that is inclusive of and safe for people with diverse genders, races, ethnicities, sexualities, abilities, faiths and socio-economic backgrounds.
- Basic proficiency in Microsoft Office and use of Internet.
- Excellent interpersonal, oral and written communication skills.
- Excellent organizational skills.
- Ability to exercise mature judgment and initiative.
- Ability to establish and maintain effective working relations with community representatives.
- Ability to work independently and as a member of a team.
- Ability to give respectful and constructive feedback.
- Excellent proofreading and editing skills.
- Ability to work off-campus (in the community).

Position start date: August 29, 2011

Position end date: March 30, 2012. *Please note this is a part-time contract, consisting of 24 hours per week.*

The contract includes 2 weeks of paid training and orientation, 27 weeks of classes (including a paid week of Christmas closure) and 2 weeks of debrief, including working with project evaluators.

Hours are Monday, Tuesday, Thursday and Friday, 10:30am – 5pm (includes a ½ hour unpaid break). This time includes some prep time, attending classes (1pm – 4pm), leading group tutorials, and one-on-one tutoring hours. Some reasonable flexibility in hours and work location may be required.

Salary: \$1248 bi-weekly plus 8% pay in lieu of vacation.

Location: SFU Harbour Centre in downtown Vancouver.

*Please send a detailed cover letter and resume **by 5:00 pm, Sunday July 24th** to community-ed@sfu.ca addressed to the attention of Shanthi Besso, Program Coordinator. In the subject line please indicate "Tutor/Classroom Facilitator position, (Applicant name)".*

All application information must be included in the body of the email or combined into 1 attachment (Microsoft Word document preferred). This should include the cover letter, a detailed resume and any other relevant documents. Do not send separate attachments for each document. We thank all applicants for their interest; however, only those selected for interviews will be contacted.