



## FAMILY LITERACY FACILITATOR: Job Description

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### **The Lloydminster Learning Council Association** *(non-profit organization promoting life-long learning)*

**Position:** Family Literacy Facilitator (part-time contract position)

**Reports to:** Program Coordinator

**Rate of Pay:** \$20.00/hr

This position will deliver the Lloydminster Learning Council Association's Family Literacy Programming, as well as sub when needed for other facilitators. These programs offers learners the opportunity to bond with their children ages 0-6 (depending on program) through oral literacy activities, such as songs and rhymes and reading. Class times vary.

#### **Key Responsibilities:**

- Assist in planning and delivery of impactful programs
- Attend training opportunities/meetings/presentations
- Refer learners to community resources and supports
- Assist in keep records and complete progress reports (challenges, solutions, successes)
- Set-up and tidy the facility in which the program was held
- Regularly report back to the Program Coordinator

#### **Requirements and Qualifications:**

- Clean Criminal Record Check
- Valid First Aid Certificate strongly recommended
- Valid driver's license and reliable access to vehicle
- Ability to tailor program to the needs of the learners
- Able to create a safe, welcoming and warm environment for learners