



FAMILY LITERACY FACILITATOR: Job Description

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

Position: Family Literacy Facilitator (contract position)

Reports to: Program Coordinator

Rate of Pay: \$22.00/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 offer 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, but generally operate week days. Planning time is flexible and included in the contract.

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 Director
- Occasional travel outside of Lloydminster may be required (and reimbursed by LLCA)

Requirements and Qualifications:

- Clean Criminal Record Check
- Valid First Aid Certificate strongly recommended
- Must be able to lift and carry heavy objects, stand for long periods and walk long distances
- Valid driver's license and reliable access to vehicle
- Training provided and required regularly
- Ability to tailor program to the needs of the learners
- Able to create a safe, welcoming and warm environment for learners
- Ability to work independently to accomplish goals