

CAVAN MONAGHAN LIBRARIES

Job Title: Summer Tutor

Apply by: 3rd posting: To be filled by June 15th. Applicants will be interviewed as resumes are received.

Description: Designed as a literacy initiative, the Summer Tutoring Program allows for one-on-one tutoring sessions with children who are identified as requiring extra help with school work. The Tutor creates an individualized course of study for each child including a method of assessment at the end of the term. The program is intended to have children learn while being in a fun environment.

Compensation

& Hours: Location of work: Millbrook Branch
Up to 12 weeks at approximately 300 hours over the summer from mid-May 31 to September 1st **** NB – Position may be reduced or terminated early based on funding or if there are not enough registrants for the tutoring**
Normal work week: Tuesdays through Saturdays (Evenings included) – Scheduling to be determined by need
Rate of Pay: \$14.00 per hour plus 4% vacation pay
Due to grant applied for, candidates may need to be between the ages of 15-30, currently in and returning in September to full-time study, and legally entitled to work in Canada

Qualifications: Because of the responsibilities of this position, preference will be given to candidates:

- Recently graduated from or currently enrolled in an education or childcare studies program
- Because this position requires traveling to schools, a valid Province of Ontario driver's license with a reliable motor vehicle is preferred
- Experience organizing/working with children in either a recreational or educational environment
- Experience working in a library environment
- Good organizational and people skills, neatness and attention to detail, and the ability to work independently would be an asset
- Demonstrates creativity, initiative, a love of children and books
- Because of the environment this position will be working in, the successful candidate will be required to furnish an original Police Information Search (criminal reference check) dated no earlier than nine months prior to the date of employment

Application

Process: Interested candidates are invited to submit a cover letter and resume to Karla Buckborough by email (resumes.cmlibraries@gmail.com) or to the address Cavan Monaghan Libraries 1 Dufferin Street Millbrook, ON L0A 1G0. Please note position name in subject line of email. We welcome all applicants; however, only those who are considered best fit will be contacted for an interview.

Posted: March 9, 2018

In accordance with Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used for the purpose of job selection.