



## **Fostering Literacy Tutor Job Description**

Cariboo Chilcotin Partners for Literacy (CCPL) promotes literacy and supports learning opportunities for people living in the Cariboo Chilcotin. Fostering Literacy is a one-to-one tutoring program to help children in elementary school build on their reading, speaking, and listening skills.

We are looking for **7** secondary school students to work with elementary students after school 2 times a week, **Monday AND Wednesday**, for 2.0 hours to read and play games. The position starts January 7 and continues to beginning of May. You do not meet during school holidays.

Tutoring takes place every **Monday AND Wednesday** from **3:00pm to 5:00pm** at the Cariboo Chilcotin Partners for Literacy office (172 2 Ave N, Williams Lake). School counsellors will arrange for you to be able to leave class early on your tutoring days.

CCPL will provide tutor training workshops, a lesson plan to use for your student, and ongoing support. An adult coordinator will be at each tutoring session. The wage is \$17.85/ hour (\$35.70/ session).

### Qualifications:

<ul style="list-style-type: none"> <li>• Enjoy working with children</li> <li>• Responsible, reliable, punctual</li> <li>• Positive, encouraging and patient</li> <li>• Strong interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Confident in their reading &amp; writing</li> <li>• Willing to learn and try new activities</li> </ul>
--	---

### Responsibilities:

- Attend two tutor orientation and training sessions on Wednesday, Jan 7 and Friday, Jan 9, at 3:30-5:00pm at the CCPL office.
- Starting Jan 12, meet your students at Marie Sharpe Elementary School at 3:00pm and walk with them to the CCPL office.
- Commit to working with a student 2 times a week until May 4, 2025, excluding holidays.
- Show up for each tutoring session and be on time.
- Create a friendly and safe learning environment.
- Keep information about your student confidential.
- Communicate how things are going with the program coordinator.
- Submit monthly student progress reports and a personal reflection on the work experience.
- Participate in a tutoring celebration.

Submit your resume and cover letter to Jinhee Miller at [jinhee@caribooliteracy.com](mailto:jinhee@caribooliteracy.com) by November 30, 2025.