

Job Posting

Position Title:	Virtual Homework Helpers
Date Posted:	January 7, 2022
Start Date:	January 31, 2022 or sooner
Position Type:	Contract until June 30, 2022, with the possibility of an extension
Hours and Salary:	10-16 hours per week, \$16-20 per hour

Blair Court Community House is a non-profit, multi service organization located directly in a subsidized housing community. Blair Court Community House offers social, educational, and recreational supports, programs and services to children, youth and their families.

Reporting to the Programs and Administrative Coordinator, the **Virtual Homework Helpers** are responsible for facilitating educational support programming for school aged children and youth.

Programming responsibilities:
assist in the development and implementation of virtual homework helper program
plan individualized programs for each student
liaise with parents, schools and community partners
prepare reports and manage small budgets for each program
perform community outreach and promotion of programs
Administrative responsibilities:
take attendance and connect with families concerning absences
complete weekly reports on student's progress
Qualifications:
post-secondary graduate in the field of social work, child and youth work, Early Childhood Education, Education
minimum of 2 years combined non-profit, children's program delivery experience
experience working within a non-profit, volunteer-based organization
experience working with a diverse and vulnerable population
excellent computer skills in word processing, database management
highly organized, assertive and professional with excellent time management and self-directive skills
bilingual imperative (Advanced writing, reading, and speaking) in French and English, other languages an asset

Applicants must be able to provide home work/educational support to children aged 6-16 virtually from the Blair Court Community House location. Some hours can be completed from home.

Applicants **MUST** be available to work during the following times and with some flexibility. Specific schedule of consistent hours will be determined upon hire.

TUESDAY	WEDNESDAY	THURSDAY
3pm – 8pm	3pm – 8pm	3pm – 8pm

Send resume and cover letter to:

Blair Court Community House 1566 Station Boulevard Ottawa, Ontario K1G 0M1 or email blaircourt@rogers.com
Attention: Kristy Fudakowska, Executive Director, Job reference #2022VHH

Thank you to all applicants, only those selected for an interview will be contacted. No phone calls please.