



POLYCULTURAL

IMMIGRANT & COMMUNITY SERVICES

Job Posting

Position Title: Computer Literacy Instructor (Contract)

Terms: Student Summer Job; 35hrs/wk. for 8 weeks only

Duration: July 3, 2017 - August 25, 2017

Hourly rate: \$11.40/hr

Job Region: Mississauga

Organization Structure: Reports to the Program Manager

Scope: To deliver basic and advanced computer courses to local community members – youth and adults; to facilitate the development of skills in keyboarding, MS Office applications including Excel, Word, Power Point, Internet and Outlook.

Responsibilities:

- Plan, select, and develop materials to provide effective instruction of computer courses;
- Specify the learning outcomes expected by the end of each instructional session;
- Prepare lesson plans based on clear learning objectives; thus providing support and guidance to students and enabling them to improve their computer skills and software knowledge;
- Monitor and ensure proper use of lab equipment at all times
- Engage in team work and ongoing cooperation with IT support personnel
- Collect and provide daily attendance and other statistical information, as required;
- Engage in learner pre-screening, and continue to assess learner progress on an ongoing basis;
- Contribute to evaluation and planning of courses to better meet learner needs;
- Create a comfortable, non-threatening environment for the learners;
- Be aware of cultural differences and ensure that the rights of all learners are respected;
- Participate in the establishment and maintenance of an 'open door' policy, which includes class visits and classroom observations;
- Assist in training and supervising of volunteers

Competencies:

- **Adaptability** - Changes behavioral style or method of approach when necessary to achieve a goal; adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives
- **Communications** - Using a variety of communication styles and strategies to foster open communication, the exchange of information and discussion on an ongoing basis
- **Planning & Organizing/Time Management** - Establishes a systematic course of action for self or others to ensure accomplishment of a specific objective. Sets priorities, goals, and timetables to achieve maximum productivity
- **Service** - Demonstrates strong commitment to meeting the needs of co-workers, managers, clients, or community members, striving to ensure their full satisfaction



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Qualifications:

- Currently enrolled in full-time University or College Program with the field of academic studies that relates to computer sciences
- Applicants must be between the ages of 15 and 30 years of age (inclusive) at the start of employment
- Applicant was registered as a full-time student during the preceding academic year and intends to return to school on a full-time basis in September 2017(Note: Proof will be required)
- Eligible applicants must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Must be legally entitled to work in Canada
- Successful screening through a Police Criminal Records Check
- Strong background and ability to plan and organize the instruction of computer courses;
- Solid experience in adult instruction and knowledge of and ability to appraise the diverse academic, socioeconomic, cultural and ethnic backgrounds of students;
- Understanding of and ability to create a diverse environment, inclusive of students, instructors, and staff of varying social, economic, cultural, ideological and ethnic backgrounds;
- Effective communication within a team environment, staff, students, community, and agency stakeholders;
- Ability to be creative and flexible in planning

Please forward your application on or before **Friday May 19, 2017** to the Hiring Committee with cover letter explaining your interest in this position as an attachment in MS Word in one document with the **file name: Last name first name** to:

Polycultural Immigrant & Community Services

17 Four Seasons Place, Suite 102

Toronto, Ontario

M9B 6E6

Email: **resumes@polycultural.org**

Polycultural reserves the right to post internally and externally.

In support of persons with disabilities, Polycultural asks that job applicants with disabilities who require accommodation in the recruitment and selection process, to please advise Human Resources, if contacted for an interview/testing, so that suitable accommodation can be arranged. (In compliance with AODA, 2005, Integrated Accessibility Standards). If you require assistance in sending your resume due to a disability, please contact Human Resources directly.

We thank everyone for their interest in Polycultural; however only those selected for an interview will be contacted.

Polycultural Immigrant & Community Services hires on the basis of merit and is committed to employment equity.

No Phone calls please