



Job Posting: Adult Literacy Coordinator (Grand Master of Learning)

Westlock Library is looking for a friendly, compassionate, and industrious Grand Master of Learning to provide learning opportunities that help open doors, inspire, and empower foundational adult learners, spreading the joy of all forms of literacy including numeracy, English Language Learning, family literacy and digital literacy throughout our community.

Employment Terms

This position is a permanent part-time position 21 hours/week. Wages are \$21.00/hour and include a comprehensive benefits package.

This position reports directly to the Library Director.

Job Duties

- Develop, plan, coordinate, deliver, evaluate, and promote programs, special events and services related to adult literacy both online and in person.
- Recruit, screen, train and evaluate volunteer tutors.
- Recruit, interview and assess potential learners.
- Maintain tutor and learner records.
- Meet the requirements of the Operating Guidelines as set out by Alberta Advanced Education for Community Adult Learning Program (CALP).
- Assist with the development of the Annual Application and the completion of the Annual Report documentation for CALP.
- Identify community learning needs through consultation with members, partners, agencies, and learners.
- Act as Westlock Library and Adult Literacy ambassador within the community to promote programs and services within the service area, which includes the Town of Westlock and Westlock County.

Job Requirements

- 2 years of relevant education/training. An Education Degree or training in adult learning is an asset.
- Experience teaching foundational learners and facilitating through a learner-centered lens is a huge asset.
- Strong technology and computer skills including proficiency with computers and mobile devices, MS Office, social media applications, and familiarity with a variety of technology and software.

- Effective verbal and written communication and interpersonal skills.
- Able to contribute positively and work effectively within a team environment.
- Must be willing and able to participate in training and professional development programs locally and provincially as required by Alberta Advanced Education.
- Must be able to work independently, display flexibility, sensitivity, compassion, creativity, and initiative.
- Must have effective time management skills.
- Comfortable with online platforms for learning such as Zoom and familiarity with online instruction is an asset.
- A commitment to upholding the Canadian Federation of Library Associations position statements of Intellectual Freedom and Diversity and Inclusion.
- Criminal Record Check/Vulnerable Sector Check.

Westlock Library is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes. We are committed to programs that reflect diverse cultures across Canada, including Indigenous, racialized, and marginalized communities.

To Apply – Closing Date: Friday, March 24, 2023

Please apply by email to the Director, Lisa Old at lold@westlocklibrary.ca with a cover letter and resume. Applications will be accepted until Friday March 24, 2023, or until a suitable candidate is found.

Only those candidates selected for further consideration will be contacted.