



Literacy:
Learning for Life.

L'alphabétisation,
Une leçon pour la vie.

JOB OFFERS

Title of Positions: Math and Literacy Tutor in Nunavik

Term: 5-month contract, full-time
(with opportunity for renewal in the summer)

Location: one of the 14 communities in Nunavik, QC

Start date: January 4, 2021

Deadline to apply: November 27, 2020

Frontier College is a national, non-profit literacy organization. We believe literacy is a right, and we work inclusively with tutors and community partners to give people the skills and confidence they need to reach their full potential. In partnership with Kativik Ilisarniliriniq, Frontier College is hiring math and literacy tutors to support the skills of Nunavik teens.

We are seeking mature, committed and self-motivated individuals to provide academic support to high school students in Nunavik. Tutors will create their own schedule and tutoring will focus on reviewing and ensuring a strong understanding of basic math concepts, gradually integrating more advanced concepts, developing study skills and building confidence. Tutors will offer a flexible service, adapted to the needs of the students and of each school.

Housing in the assigned community will be provided and tutors will work at a full-time capacity in the school, alongside staff and students to provide in-class and afterschool programming. In addition, tutors also set up and deliver less formal numeracy and literacy activities involving children, family members and others in the community.

Overall Accountability

Supported by Frontier College, and working in collaboration with the local school personnel, tutors will work under the remote supervision of the Frontier College Program Manager.

Major Duties and Responsibilities

- Collaborate with school personnel to identify students who need support
- Promote services in the community (via radio, Facebook, school) to reach out to youth
- Establish trust and build relationships with students
- Work closely with math teachers to offer individualized support in and/or out of the classroom
- Provide one-on-one, drop-in or targeted math tutoring sessions outside of class hours
- Daily planning & delivering of tutoring sessions
- Ensure a safe, positive and respectful environment when tutoring
- Develop and adapt material to students' needs and levels
- Build literacy and comprehensions skills, where needed
- Track and evaluate students' progress and program impact
- Establish and maintain good relationships with community members and parents
- Submit weekly reports to Program Manager and maintain accurate records as required
- Manage a budget

- Ensure adherence to all program directives and guidelines and perform other duties as assigned by Frontier College

Required Skills and Attributes

- Minimum 18 years old
- Bilingual (English/French)
- Self-motivated, proactive and responsible
- Demonstrated experience in working with teens and/or in tutoring or teaching
- Comfortable with high school-level math curriculum
- Excellent listening and communication skills
- Good organizational and time-management skills
- Awareness of cultural differences and the broader societal realities of Inuit communities
- Works well under pressure and can adapt to changing and unpredictable environments
- Strong situational problem-solving and crisis management skills
- Prior experience working with First Nation, Inuit or Métis individuals or communities is an asset
- Prior experience living and working in isolated and/or cross-cultural community settings is an asset
- **Prior to the start of employment, successful candidates will be required to provide:**
 - a) Doctor's note stating that you are mentally and physically able to fulfill the requirements of the position
 - b) Current Criminal Records Check with Vulnerable Sector Screen (Note: Frontier College will reimburse the cost of the PRC if a receipt and original copy is submitted)

Compensation

- Pay will be issued bi-weekly via Direct Deposit
- Tutors will receive a fully-paid training in December 2020 prior to the start of contract
- Housing in Nunavik is provided
- A monthly food stipend and communications allocation will be issued
- Frontier College will cover and handle all roundtrip travel arrangements (from Montreal) at the start and end of contract
- In addition, 1 paid return flight to Montreal in March, offering 1 week unpaid leave

Application Procedure

Please send your resume and cover letter via post or email to Krystyna Slawecki:

kslawecki@frontiercollege.ca

Frontier College is an equal opportunity employer and is committed to diversity in the workplace.

For more information, visit the Frontier College website at www.frontiercollege.ca