

FINDING WORK



CLASS (COMMUNITY LEARNING FOR ADULT STUDENTS)

The Company

Community Learning for Adult Students Services (CLASS) is one of 84 Community Adult Learning Councils in Alberta, and has served the County of Vermilion River since 1974.

CLASS offers programming such as free adult tutoring in reading, writing, spelling and mathematics and matches volunteer tutors with literacy students. In addition to enhancing literacy skills, CLASS offers rural classes and programming in the creative arts, technology, fitness, languages, personal development, parenting, youth, and safety. The program also offers a collective kitchen that promotes joint cooking in community kitchens.

Positions at CLASS include an Executive Director, Program Coordinator, and Community Facilitator. Additional part time instructional/contractual opportunities are available for tutors and instructors to teach classes in the community. All positions are funded through *Alberta Advanced Education and Technology* and may be scheduled weekly or as workshops.

The Ideal Candidate

An ideal candidate for these positions should have the following attributes:

- Ability to communicate effectively in English
- Interest in and ability to work with adults
- Interest in promoting literacy
- Be creative, innovative and industrious
- Self-motivating



- Friendly and accommodating to students
- Ability to maintain confidentiality

Executive Director

- Act as a liaison between the council, and appropriate government agencies
- Complete and submit yearly government and Corporate Registry forms
- Apply for project grants and inform the Board of funding opportunities
- Review funding requests and present them to the Board for their recommendations and arrange payment as decided by the board
- Attend relevant workshops/conferences/seminars to be conversant with developments in adult learning



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

- Keep Board informed of regulations governing adult learning
- Maintain contact with the community and ensures that program needs are addressed
- Payroll for staff

Program Coordinator

- Ability to organize, plan, promote and coordinate lifelong learning classes
- Computer skills
- Team worker, problem solver and troubleshooter
- Develops course descriptions
- Sets up courses, books, instructors and facilities
- Sets up contracts with instructors
- Registers students into classes and accepts fee payments
- Promotes courses in community through media advertising, e-mail and general mail outs
- Maintains accurate files and records of course activity
- Completes bi-annual and yearly statistical summaries for courses
- Attends and acts as the recording secretary for all CLASS Board and Interagency Meetings
- Provides on-site assistance/representation at events and promotions

Community Facilitator

- Maintains contact with the community and ensures that the program needs are addressed
- Offers courses not being covered by other council members
- Contacts instructors, sets dates and arrangements for facilities
- Completes contract forms with instructors
- Calculates costs associated with courses
- Collects course fees and forwards fees and forms to Program Coordinator
- Complete course summaries and collect evaluation forms

- Attends general meetings and designated meetings with the Executive Director or Program Coordinator

Volunteer Literacy Tutor

- Meets with literacy coordinator to be matched with a student
- Attends orientation and training sessions as required
- Assists student in development and implementation of an individualized literacy program
- Maintains regular contact with the coordinator to discuss the student's program and activities
- Encourages and supports the student in developing his/her potential
- Prepares lessons for each session and maintain a tutor log book
- Ability to maintain appropriate confidentiality
- Must have ability to communicate effectively in English

Hours of Work, Salary and Benefits

Typically, employees work 22 hours a week 41 weeks 10-month year with salaries awarded commensurate with experience and education. There is a basic benefit package and sick day allocation for part-time workers. Compliance with a dress code is required. Vacation time is negotiable. Instructional fees for contractual positions are negotiated. Honorariums and mileage are paid where applicable.

How to Apply

Positions are typically advertised in the local newspapers and on the Vermilion Chamber of Commerce Website www.vermilionchamber.ca.

Apply as directed to:

Chandra Blair
Executive Director & Literacy Coordinator
Community Learning for Adult Student Services
(CLASS)
5008 - 49 Avenue
Vermilion, AB T9X 1B7

Tel: 780 853-2000

Fax: 780 853-2080

E-mail: chandra.blair@classab.ca