



English Language Tutoring for the Ottawa Community

Volunteers Helping Newcomers

Position:	ESL EDUCATION COUNSELLOR
Reports to:	Executive Director
Work Hours:	Full-time – 35 hours/week (10 days of office closure without pay per annum)
Salary:	\$30.59 per hour plus benefits
Deadline to Apply:	March 8, 2020
Start Date:	March 30, 2020
Application Process:	Please email your resume and cover letter to hr@eltoc.ca .

We encourage applications from qualified people of all backgrounds, including members of visible minorities, Aboriginal peoples, and persons with disabilities.

We thank all those who express an interest in this employment opportunity; however, only those selected for an interview will be contacted.

Founded in 1991, English Language Tutoring for the Ottawa Community (ELTOC) is a non-profit charitable organization that provides individualized and accessible home-based English as a Second Language (ESL) tutoring to adult newcomers who cannot attend regular classes by matching them to ELTOC-trained volunteers in the community. For more information visit: www.eltoc.ca.

Job Summary: English Language Tutoring for the Ottawa Community is looking to hire an ESL Education Counsellor. This position requires working on a small team comprised of the Executive Director, an Administrative Assistant, a Volunteer Coordinator, two other ESL Education Counsellors, and occasional office volunteers. The position involves travel throughout the Ottawa area to visit learners living in public housing.

Applicant Requirements:

- Certificate in Teaching English as a Second Language (OCELT) from a TESL Ontario accredited institution
- 2-3 years' experience teaching English Language to adults (experience with Literacy to LINC 3 preferred)
- Familiarity with LINC, ESL, settlement and literacy programs in the Ottawa region
- Excellent report writing skills (learner assessments, follow-up and progress reports)
- Good administrative skills are required including the ability to complete regular operational tasks
- Proficient in the use of Microsoft Word, Internet and Windows computer software
- Flexibility to work some evenings and/or weekends for workshops/assessments/follow-ups
- Valid Ontario driver's license, valid work related car insurance and use of a reliable vehicle for year-round work-related travel within Ottawa (including Orleans, Barrhaven and Kanata)
- Ability to provide a clear police records check for the vulnerable sector (VSC)
- Sensitivity to people with various learning and physical disabilities from a variety of socio-cultural, language and economic backgrounds, and whose ages range from 18- 90 years
- Experience working with people from a variety of cultural and language backgrounds
- Ability to communicate with people who have minimal English language skills
- Flexibility, patience and teamwork to discuss and agree on job sharing tasks
- Experience working collaboratively as part of a team in a small office
- Flexibility to act in different roles (assessor, trainer, advisor, administrator)
- Willingness to volunteer up to eight hours at events on an annual basis



English Language Tutoring for the Ottawa Community *Volunteers Helping Newcomers*

ESL EDUCATION COUNSELLOR

JOB DESCRIPTION – Revised August 2019

Including 10 unpaid days of office closure in a year

Job Responsibilities: Reporting to the Executive Director, the ESL Education Counsellor will be responsible for training volunteer tutors, providing ongoing support and supervision to tutors; providing advice regarding learner-centred curriculum; carrying out home visits to assess learners' home learning environment and language needs; developing ESL materials; performing related administrative tasks; promoting ELTOC's services and representing ELTOC at conferences and other activities.

Job Duties:

- Assess language skills of potential learners (adult newcomers to Canada) in their homes
- Support and supervise volunteer tutors
- In conjunction with the other ESL Education Counsellors, plan and conduct training sessions and workshops for volunteer tutors
- Coordinate with the Language Assessment and Resource Centre (LARC) regarding LINC assessments and enrollments, as required
- Ensure ELTOC learners are represented accurately on the on-line database, History of Assessments, References and Training System (HARTs), as required
- Support matches through provision of teaching materials and advice to tutors (via on-site visits, phone calls, email, mail and follow-up visits)
- Prepare written learner profiles and follow-up reports
- Officially document learner progress as required
- Maintain a specified number of tutor/learner matches as per the funding agreement
- Keep up to date on ESL resources and review new materials
- Develop and acquire new materials for the ELTOC resource library
- Promote ELTOC's services in the community
- Participate in professional development activities (LINC PD Day, TESL Ottawa, TESL Ontario, etc)
- As a staff team member, take initiative in presenting ideas to promote and improve the program
- Assist the Executive Director in the preparation of funding applications and reports
- Abide by all procedures and policies set up by ELTOC
- Share duties during busy periods and during any staff absence
- Participation in ELTOC special events (e.g. Annual General Meeting, Volunteer Appreciation, etc)