



## **JOB POSTING**

### **English Language Learning for Adults Program Coordinator 70 Hours Biweekly Seasonal, Term**

Halifax Public Libraries invites **INTERNAL** and **EXTERNAL** applications for the seasonal position of **English Language Learning (ELL) for Adults Program Coordinator** located at Keshen Goodman Public Library, 330 Lacewood Dr., Halifax.

This is a seasonal, term position up to October 2018 unless the incumbent returns earlier than expected and is dependent on grant funding. There will be a two-week unpaid break from December 18, 2017 – January 2, 2018 and an unpaid summer program break from mid-June to the end of August.

The Library's ELL for Adults programs provide free one-to-one and small group tutoring in ELL for permanent residents, protected persons, nominees, individuals with work permits who have submitted application for permanent residency, Canadian citizens born outside Canada and living in Halifax and Atlantic Immigration Pilot participants and their families. ELL for Adults programs are funded by the Nova Scotia Office of Immigration.

#### **POSITION SUMMARY**

Reporting to the Branch Manager or designate, the ELL for Adults Program Coordinator will be responsible for administering the program, interviewing and assessing learners, training and supporting volunteers, and promoting the program within the community.

#### **KEY RESPONSIBILITIES**

- Implement and coordinate the ELL for Adults program at specified branch
- Set up and manage the space for the program sessions
- Match learners with individual volunteers or small groups
- Monitor progress of matches and groups, reassign as required
- Recommend appropriate ELL resources to pairs and groups using library materials and other resources as appropriate
- Recruit new volunteer tutors
- Provide orientation and basic training for volunteers
- Recruit new learners
- Interview and informally assess learners to establish basic language skills level and specific learning goals
- Meet with learners regularly to discuss learning difficulties and successes
- Meet with tutors regularly to discuss issues and challenges related to tutoring
- Promote program within and without branch, using Halifax Public Libraries communications and marketing tools
- Network with other service providers
- Maintain up-to-date understanding of related services and programs offered in the community
- Refer learners to more appropriate programs when necessary
- Keep accurate attendance records, maintain tutor and learner files
- Complete monthly reports for branch supervisor and Regional Literacy & ELL coordinator
- Seek out and participate in useful professional development opportunities
- Seek out and encourage participation in useful tutor training opportunities
- Organize appropriate social activities & celebrations

#### **REQUIREMENTS**

- English as a second language training or equivalent required
- Knowledge of Internet, Windows and office software application required
- A knowledge of ELL and immigrant issues and other service agencies an asset
- Previous experience in volunteer management an asset

***(Please state whether the above application requirements are met in your resume and/or cover letter.)***

**COMPETENCIES**

- **Problem Solving and Decision Making** - Recognizes patterns, uses analytical skills to draw logical conclusions, and makes recommendations for action. Uses a successful and appropriate approach to issues and solving problems. Uses sound judgment in making decisions, despite obstacles or resistance. Recognizes when to seek guidance.
- **Communication Skills** - Listens effectively, transmits information accurately and clearly, in both written and verbal form. Solicits and provides feedback.
- **Creativity / Innovation** - Looks for appropriate opportunities to generate and to apply new and evolving ideas, methods, designs, and technologies. Shows initiative, energy, and enthusiasm.
- **Knowledge of Work** - Pursues and demonstrates expertise. Acquires broad, in-depth, and up-to-date knowledge of the trends and developments in relevant fields.
- **Technological Competence** - Pursues and demonstrates expertise in technology and can apply it as required. Understands the critical and evolving role of technology.
- **Adaptability** - Responds effectively to changes in direction and priorities (both long-term and short-term), and accepts new challenges and responsibilities.
- **Interpersonal / Group Skills** - Builds strong work relationships; is sensitive to how individuals and organizational units function and interact. Respects the dignity and ability of co-workers. Works co-operatively with colleagues both inside and outside formal organizational units. Participates in and contributes to group efforts, supports consensus building efforts. Works effectively with external partners.
- **Leadership** - Ensures achievement of strategic objectives. Establishes and demonstrates high performance standards. Earns trust and respect. Respects and trusts others. Shows integrity. Motivates by coaching, empowering and recognizing the work of others.
- **Organizational Understanding and Global Thinking** - Shows a commitment to the HRL mission. Demonstrates an understanding of the organization, its services and the materials it provides. Understands and accepts his/her role in accomplishing branch or department priorities and the HRL Strategic Plan.
- **Accountability / Dependability** - Accepts responsibility for actions and results. Accomplishes goals, completes tasks and meets deadlines, or gives reasonable notice and explanation. Is productive, while maintaining accuracy and quality.
- **Planning and Organizational Skills** - Identifies and analyzes data. Sets appropriate priorities and objectives, devises effective methods and allocates resources accordingly. Anticipates internal and external changes, trends and influences.
- **Resource Management** - Manages resources, including his or her own time, in a manner consistent with organizational and departmental objectives. Demonstrates a consistent focus on delivering services in a cost effective manner.
- **Service Attitude** - Understands and meets the needs of customers. Addresses their interests and concerns. Is friendly, polite and approachable.
- **Respect for Diversity** - Respects the diverse opinions and beliefs of library customers and co-workers. Appreciates the need to respond to, and reflect, the various communities we serve. Implements the appropriate measures to respond to, and reflect, the communities served.

**This is a unionized position. Preference will be given to internal NSUPE Local 14 employees. While subject to change in accordance with the collective agreement, the normal hours of work are:**

<b>Hours of Work:</b>	70 hours biweekly, seasonal, term	
<b>Schedule:</b>	Tuesday	9:00 am – 1:00 pm & 5:00pm – 9:00pm
	Wednesday	12:00 pm – 9:00 pm
	Thursday	9:00 am – 4:30 pm
	Friday	9:00 am – 5:00 pm
	Saturday	9:00 am – 1:00 pm
<b>Hourly Rate of Pay:</b>	\$22.00 per hour plus 6% vacation pay (minimum)	

**Applications must be received in the  
Human Resources Office no later than:**

Saturday, November 18, 2017

**Applications (quoting the competition #)  
should be addressed to:**

Amy Bradley, Human Resources Coordinator  
Halifax Public Libraries  
60 Alderney Drive, Dartmouth, NS B2Y 4P8  
FAX: (902) 490-5850  
**Email:** [hplcareers@halifax.ca](mailto:hplcareers@halifax.ca)

**Current Employees of Halifax Public Libraries:** Please indicate INTERNAL APPLICANT in the subject line of your email application if you are a bargaining unit (NSUPE 14) member.

All appointments are conditional upon an acceptable criminal record check including a vulnerable sector search. More information and the required forms will be provided at an interview and are available at all Halifax Public Libraries branches, including our website ([www.halifaxpubliclibraries.ca](http://www.halifaxpubliclibraries.ca)).

***Halifax Public Libraries hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply and self-identify.***

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an interview or other form of testing and who require accommodation, should discuss their needs when contacted for an interview and/or testing.

We thank you for your interest in employment with Halifax Public Libraries, however, only those candidates selected for an interview will be contacted.