Why should you join our team?

YMCA Calgary is actively building healthy communities - join us in creating a better Calgary. YMCA Calgary opened its doors in 1902, since then we have evolved into a vibrant charitable organization that responds to the needs and health of the community.

Guided by four core values of honesty, caring, respect and responsibility, YMCA Calgary develop and delivers quality programs and services that promote the health of the community and provides opportunities for all Calgarians to belong, grow, thrive and lead. Our team of staff and volunteers are committed to creating a positive impact in the community through our health and wellness programs, child care and early education programs, community outreach programs (such as Indigenous, youth at risk, and cultural integration programs), leadership programs, camp experiences, and much more.

YMCA Calgary serves the community at our six health and wellness locations, six child care centres, two outdoor camp locations, and 60 community outreach locations. Join us in building healthy communities!

Lead Tutor - South (Full Time)
YMCA Calgary
Salary: $39,520.00/yr - $40,404.00/yr
Start Date: October 2, 2023

*This tutoring program is a partnership with the United Way for their All in For Youth Initiative to help students graduate high school. We at the YMCA identified Math and Science as a barrier for many high school students and that is our contribution to this initiative: Free Math and Science Tutoring.

You can make an impact in the community - locally and across the globe. You will work with a fun culture of people and enjoy many of the benefits and opportunities the YMCA offers:
- Complimentary YMCA Calgary membership including a linked membership for dependent children;
- Comprehensive health and dental benefits. Premiums paid in full by the Association;
- Pension or student loan repayment plan with specified contribution matched by the Association;
- Anniversary flex day and gifts given to celebrate each year of employment;
- Program discounts;
- Ongoing leadership development and opportunities;
- Leadership award opportunities;
- Scholarship opportunities;
- Paid recertification and training.

What qualifications are we looking for?

At YMCA Calgary we strive to ensure our employees are a fit based on their strengths, interests, and future goals. The successful candidate will have the following;
- Minimum of a High School diploma and a demonstrated ability in mathematics – preference given to those enrolled in or completed post-secondary studies in math/sciences/engineering/education or similar;
· Excellent time management, organizational, written and verbal skills;
· Proficiency in high school science subjects is preferred but not required;
· Knowledge of Microsoft office programs, including outlook, word and excel;
· Previous tutoring experience;
· Leadership experience;
· Strong understanding of the Alberta High School math curriculum;
· Ability to problem solve, work independently and be flexible;
· Experience working with youth and/or volunteers;
· A high degree of professionalism including the ability to work comfortably and successfully with corporate professionals and volunteers;
· A vehicle would be beneficial;
· Current Intermediate (Standard) First Aid and CPR C certification (CPR recertified within the last 12 months);
· Evidence of a clear Police Information Check with Vulnerable Sector Search;
· Three professional references required.

The Lead Tutor will work primarily from home and part-time within a traditional office setting in YMCA Centres of Community. They will required to travel to visit the YMCA facilities and locations where they supervise volunteers and are directly responsible for Tutoring programs.

What does this role look like at YMCA Calgary?

Duties and Responsibilities includes:
· Recruit and screen prospective student participants;
· Run daily afterschool tutoring session from September to July;
· Provide an inclusive, safe and fun learning environment for students and volunteer tutors;
· Set-up, take-down and ensure clean program spaces;
· Procure program snacks and supplies in consultation with the Supervisor on a weekly basis;
· Prepare and lead monthly volunteer lunch and learners for math and/or science
· Work with students and volunteers in small groups;
· Stay slightly ahead of the high school math curricula through program planning and training at the Renert Centre;
· Support and supervise volunteer tutors in their needs and learning and through giving feedback and coaching;
· Work as part of a team to ensure the success of each student;
· Receive and respond to feedback from students and colleagues;
· Prepare and submit monthly reports, program statistics and program impact stories;
· Complete administrative tasks and update the student database weekly;
· Maintain constant and clear communication with volunteers and students through emails and phone calls;
· Maintain a safe and healthy environment.

What qualities do we look for in YMCA Calgary Staff and Volunteers?

Our employees embody the YMCA values of honesty, caring, respect and responsibility. In addition, they model and are committed to the following competencies;
· Developing Self and Others: Developing people with a view toward present and future capacity;
· Building Purposeful Relationships: Relating to people authentically with their best in mind;
· Creating a Culture of Community: Gathering people to purpose and vision;
· Making Intentional Impact: Intending to make a difference every day;
· Thinking and Acting Strategically: Applying thoughts, words, and actions in service to the vision;
· Applying Business Acumen: Demonstrating excellence in technical skills and stewarding the YMCA Business Model;
· Innovating: Ability to know your environment, initiate and respond effectively to changing conditions;

Please note that evidence of a clear Police Information Check with Vulnerable Sector Search is a requirement

YMCA Calgary is an equal opportunity employer. Applicants must have legal authorization to work in Canada by way of Canadian Citizenship, Permanent Residency or a valid Canadian work permit. YMCA Calgary is currently not engaged in international recruitment efforts as we are required to demonstrate that we have exhausted all means of recruitment both locally and nationally.

Potential candidates will only be contacted if selected for an interview. This posting will close when a suitable candidate is found.

All applications are to be submitted online but for any position specific concerns or questions, please email careers@calgary.ymca.ca

Company
YMCA Calgary

Location
Community YMCA

Opening Date
21-08-2023

Closing Date
05-09-2023