

SURREY ASSOCIATION FOR COMMUNITY LIVING

POSITION: Literacy Project Coordinator
DEPARTMENT: Administration (Management)
PROGRAM: Literacy Project
REPORTS TO: Executive Director
WAGE: To Be Determined Based On Experience

QUALIFICATIONS

Must Have:

- Clear Criminal Record Check
- Negative T.B. Test Results
- Doctor's Note of Good Health
- Current CPR & First-aid Certificate
- Valid Class V Unrestricted Driver's License
- Experience in working with individuals with a developmental disability is mandatory
- Ability to establish and maintain effective working relationships with individuals with a developmental disability and their families, volunteers and a wide variety of community professionals and organizations

EDUCATION & KNOWLEDGE

- Knowledge & practice in developing educational curriculum
- Graduation from an accredited college or university or B.C. Post Secondary Institute with a degree in education or related field and six months of work experience with a literacy program
- Good Knowledge of principles and practices of literacy services including learning disabilities
- Good understanding of literacy objectives and procedures

KEY DUTIES & RESPONSIBILITIES

- Responsible for identifying and coordinating a community based advisory group
- Develops the curriculum and implementation of the literacy program
- Responsible for the collection of literacy materials that support the teaching of individuals with a developmental cognitive disability and to oversee the development of lesson plans
- Proposes programs and projects to meet the identified needs of the program
- Develops, implements, oversees and evaluates grant projects
- To develop and implement the goals and objectives for literacy services
- Formulates program policies and procedures and evaluates the program in consultation with the Executive Director, staff, participants and stakeholders of the program
- Oversees the day-to-day operation of the program by ensuring that the necessary facilities and equipment are in place and program guidelines and policies are adhered to as well as ensuring program standards and all relevant government standards are met
- Performs other related duties as required
- Able to work flexible hours when required

ONLY CANDIDATES THAT QUALIFY WILL BE CONTACTED. THANK-YOU FOR YOUR INTEREST

PLEASE SUBMIT RESUME BY FEBRUARY 04, 2009 TO:

HUMAN RESOURCES ASSISTANT:

BY MAIL TO: 17687 – 56A Ave
Surrey, B.C.
V3S 7J9

BY EMAIL TO: thanks@commliv.com

