



## LITERACY PROGRAM FACILITATORS

The Further Education Society of Alberta (FESA) is currently seeking Apprentice LAPS Facilitators for part-time (3 -10 hours/week) on call contract work for our Calgary Community Family Literacy Program.

We are seeking Facilitators that will commit to going through FESA's accreditation program to achieve certification as a Certified LAPS Practitioner.

Reporting to the Education Manager, Apprentice LAPS Facilitators will be trained in delivering programs to a variety of multi-barriered learners using FESA developed curriculum which could include: Literacy and Parenting Skills (LAPS), Basic Financial Literacy and Reading & Writing Circles and Parent Child Mother Goose Program (PCMG). The Apprentice LAPS Facilitator delivers welcoming educational programs that specifically address the needs of low-literate learners and are at locations where learners already live or access services.

Successful candidates will have the ability to deliver programs that are engaging, effective, and generate results, while effectively assessing the group's needs and respond with different facilitation strategies.

### Skills Required

- Must commit to a minimum of 60 hours of program delivery in one year, to be eligible to become a Certified LAPS Practitioner.
- Possess the ability to facilitate the LAPS program and other program models at various community partner locations across the city.
- Work with a mentor to become well versed in the LAPS manual and LAPS philosophy.
- Set a relaxed and open tone by welcoming participants and create an atmosphere where each participant feels at ease expressing ideas and responding to those of others.
- Prepare program materials and lesson plans.
- Assist with the evaluation process and follow FESA evaluation templates and procedures.
- Collaborate with the Education Manager on all aspects of course delivery; this includes resources, expenses, schedules, and allocated time.
- Complete and submit required paperwork as outlined in the course description.
- Computer skills (Microsoft office, internet, and email), working with online platforms like Zoom, Microsoft Team would be an asset.

### Qualifications

- Post-Secondary education or experience in human services or educational field.
- 4+ years' experience as a facilitator or educator.
- Excellent leadership, communication, interpersonal, team-building, facilitation and resolution skills are required. Demonstrated clear crisis decision-making ability.
- Ability to adapt to a changing environment and to remain calm in highly stressful and ambiguous situations.
- Ability to work in a multi-cultural environment and implement practices that support diversity; strengths-based outlook with ability to maintain strong community partnerships.
- Access to transportation required.
- Be established as an independent contractor and all that entails. Must meet CRA guidelines.
- Must have completed First Aid training; renew every three (3) years.
- Must have a valid police check completed every 2 years.

Please send COVER LETTER AND RESUME in PDF to: [blu@furthered.ca](mailto:blu@furthered.ca) by Friday, 18 Novmeber 2022.

FESA is an equal opportunity employer. We thank all candidates for their interest, only those selected will be contacted. We will be unable to respond to individual inquiries regarding the status of application.