



## WoodGreen Community Services *Job Posting*

### Our Vision:

A Toronto where everyone has the opportunity to thrive

### *ELT Instructor*

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<b>Employment Type:</b>	Part-Time, Bargaining Unit
<b>Work Hours:</b>	3 hours/week, Saturdays from 9:00am-12:00pm
<b>Salary:</b>	T3 - \$40.25/hour
<b>Application Deadline:</b>	March 15, 2018 by 5:00 pm

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#### **Who We Are**

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 80<sup>th</sup> year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit [www.woodgreen.org](http://www.woodgreen.org) to learn more about who we are and what we do.

#### **Program Overview – English Language Services, Newcomer Services & Workforce Development**

Newcomer Services has served newcomers and refugees in Toronto for over four decades. Its mandate is to help newcomers and refugees settle, adjust and integrate into society. Funded by the three levels of government, WoodGreen Newcomer Services operates English language training programs, settlement services, employment support programs, mentorship, networking activities and social and recreational activities. Newcomer Services is committed to providing friendly and professional multiple services to all newcomers to help them connect with Canadian society and their new way of life.

#### **What You Will Do**

- Deliver instruction in person as well as blended learning delivery to English language learners in accordance with the Canadian Language Benchmarks and the Portfolio Based Language Assessment as well as specific program curriculum and other guidelines and initiatives of program funders and WoodGreen Community Services.
- Develop appropriate lesson plans, teaching methodologies, materials and activities based on the above and taking into consideration the experiences, social and professional contexts and life goals of learners.
- Prepare learners for guest speakers and fieldtrips to facilitate learning.
- Provide support to WoodGreen's learner recruitment efforts through providing input, encouraging referrals from existing learners and supporting recruitment activities.
- Monitor the settlement needs of learners and link them to WoodGreen's programs/services.
- Submit lesson plans, attendance records, statistical and program reports in a timely manner.

#### **What You Bring to the Team**

- University Degree in Teaching, Adult Education, Social Science or equivalent is required.
- Current TESL Ontario Certificate and membership is required.
- Portfolio Based Language Assessment training completed or in progress.
- Minimum two (2) years' experience in teaching English as a Second Language (LINC or ELT).

### What Will Set You Apart

- Thorough knowledge of the CCLB and PBLA.
- Familiarity with Tutela.
- Some knowledge of sector specific English in Accounting and Finance, IT, Office Administration/Customer Service and/or Healthcare; IT and/or Engineering sector experience preferred.
- Experience teaching multi-levels in a multi-cultural environment as well as developing and delivering ESL curriculum including blended learning instruction.
- In-depth knowledge of the needs and issues of newcomer ESL adult learners.
- Experience in teaching specialized classes such as pronunciation, accent reduction, idioms and English for Citizenship preparation.
- Understanding of anti-racism issues and community development principles.
- Good computer skills including MS Office, Internet and blended learning delivery tools.
- Ability to collaborate with WoodGreen's Newcomer Services teams.
- Excellent communication and interpersonal skills.
- Proven administrative skills including the ability to submit lesson plans, attendance records and monthly reports as required on a timely basis.

### Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary and excellent benefits packages for PSW, contract and full-time employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

### To Apply

Submit your resume and cover letter, **quoting the position title in the subject line**, as follows:

<b>WoodGreen employees ONLY to:</b>	hrjobs@woodgreen.org
<b>External applicants to:</b>	imsjobs@woodgreen.org

***WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.***