



# BRIDGE RIVER INDIAN BAND

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## Job Posting

### TUTOR & ASSISTANT TUTOR

#### Part time Position

Are you looking for a rewarding role in helping kids of all ages succeed in school? Bridge River Indian Band is seeking a Tutor and Tutor Assist, perfect for post secondary students. Tutor must be able to tutor all education subjects to assist our growing community of students looking for help with their education studies. The Tutor & Assistant Tutor will be reporting to Education Coordinator and the Administrator.

#### Essential Duties and Responsibilities:

- Providing after-school tutoring in a variety of subjects
- Provide exceptional instruction and mentorship to students
- Help the student with their academic struggles and prepare them for their assignments/tests
- Foster a positive and inclusive learning environment that encourages active participation and growth
- Providing students with positive and constructive feedback
- Connect and build a relationship with the student to build their motivation and confidence
- Communicate effectively with parents or guardians, providing updates on students' progress and addressing any concerns

#### Education and experience:

- Experience working with young students or a combination of related training and education
- Assess the student's academic skills, strengths, and challenges
- Strong passion for education and an ability to inspire and engage students
- Excellent communication skills, both verbal and written, with the ability to explain complex concepts clearly
- Proficiency in using technology for tutoring and learning purposes
- Familiarity with current educational standards and best practices
- Completed Grade 12, currently enrolled in a post-secondary education program in BC
- Good academic standing
- Certificate in Exam Invigilation an asset or willing to obtain
- Minimum 1 year of tutoring experience an asset
- Submit a Criminal Record Check and Vulnerability Check clearance

Work Hours: Monday to Thursday 3:45 pm to 6:00 pm in the Homework Room at Band Office for the days school is in session

**Wage: Tutor** \$ 20.15 to \$22.00 per hour minimum ~ Depending on experience

**Wage: Assistant Tutor** \$18.00 to 19.00 per hour minimum~ Depending on experience

**Closing Deadline: January 12, 2024**

**Fax Cover Letter with referrals and Resume to:**

**Gary Forsyth, Band Administrator**

**Fax: 250-256-7999**

**While we welcome all candidates, only those short listed for an interview will be contacted**