



# Summer Student Literacy Assistant

## Job Purpose

The Summer Student Literacy Assistant supports Foundations Learning & Skills Saskatchewan's summer literacy initiatives for twelve weeks and is responsible for literacy material creation, duplication, and distribution.

## Primary Duties and Responsibilities

The Literacy Assistant performs a wide range of duties supporting the whole agency including:

### 1. Duplicate Family Literacy Event Materials

- Follow budget guidelines.
- Purchase and assemble materials required for three family literacy event kits: The Saskatchewan Odyssey, Payday Playday, and Stories and Stepping Stones.
- Ensure the creation of the kits meets program standards.

### 2. Assist with Family and Child's Literacy Program Delivery

- Work alongside literacy coordinators to support ongoing summer program delivery.
- Provide one-to-one reading support to two children.

### 3. Provide support to Financial and Adult Literacy Coordinators

- Administrative and program preparation support as needed.
- Other tasks to support the whole agency as assigned.

## Qualifications

### Education

- Working towards a degree or diploma in an education or related field.

### Knowledge, skills, and abilities

- Interest in family and children's literacy is an asset.
- Understanding and appreciation of cultural adaptation, equity, diversity, and inclusion.
- Understanding of and familiarity with the Truth & Reconciliation Commissions' Calls to Action.
- Familiarity with Microsoft 365, especially Word and Excel.
- Ability to develop positive and collaborative working relationship with a variety of stakeholders (parents groups, children, community-based organizations, and partners)
- Strong leadership skills

The Literacy Assistant – Summer Student should demonstrate competence in some or all of the following:

- *Behave Ethically:* Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- *Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques

- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness
- *Lead:* Positively influence others to achieve results that are in the best interest of the organization
- *Make Decisions:* Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization
- *Plan:* Determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

## Working Conditions

- The Literacy Assistant works a standard work week but may be required to work some evenings and weekends to meet project milestones.
- Valid drivers license and access to a vehicle mandatory
- Current Criminal Record Check with Vulnerable Sector Search

## Experience

- Experience in customer service
- Experience working with children and families is an asset