Ronteweiénstha Tehontatia'takéhnhen Program
Homework Help Program Coordinator High school
Social Equity and Diversity Education Office, McGill University

The Social Equity and Diversity Education (SEDE) is committed to a vision of education that builds and facilitates pathways to learning that extend into the communities in which McGill is embedded.
Our mission is to address barriers to education by celebrating and integrating diverse perspectives into campus culture, and fostering research and mentorship opportunities to support more equitable, inclusive outreach and research at McGill.
Our core values uphold experiential learning and community engagement as central to the academic excellence and service to society for which McGill is known, and we believe that taking knowledge outside of the classroom is essential to work better and smarter together.

Program:

Ronteweiénstha Tehontatia'takéhnhen ("students helping one another") is a collaborative program with the Kahnawake Survival School that consists of mentorship and tutoring with secondary students. The Homework Help program offers weekly one-to-one tutoring in a variety of subjects such as English, Math and Social Studies. The tutoring is held at KSS after school for an hour and half once a week. Transportation is by STM and taxis.

Duties:
- Recruit and train student volunteers
- Support and supervise volunteers during the activities
- Act as a liaison for contact and support for volunteers via email, in-person check-ins, and other means as necessary
- Work closely with the Guidance Counselor at Kahnawake Survival School and the Indigenous Education Advisor at McGill to coordinate activities and programs
- Perform regular administrative duties (e.g. tracking volunteer hours, answering emails, presenting updates at meetings, writing an annual report)
- Coordinate weekly transportation (Metro and Taxis)

Qualifications:
- Strong interest in, and knowledge of Indigenous perspectives
- Strong interest in topics related to education, mentorship and youth support
- Excellent written and communication skills
Organizational skills and the ability to work autonomously

Terms and Condition
• Remuneration: $15/hour + vacation pay and legal holiday
• Hours: 10 hours a week from September 2018 to April 2019
• MUST BE AVAILABLE TUESDAY AFTERNOONS

Application Details:
Please send CV and cover letter to veronica.amberg@mcgill.ca by September 14, 2018

Veronica Amberg
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McGill University is committed to equity in employment and diversity. It welcomes applications from Indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities and others who may contribute to further diversification. Please indicate in your cover letter if you would like to be considered for Employment Equity.