



The Prince George Public Library

t. 250-563-9251 e. ask@pgpl.ca f. 250-563-0892



/pglibrary



/pglibrary



/pg_library



/pglibrary

Homework Help Tutor – Part Time Temporary

EXTERNAL POSTING

The Prince George Public Library is looking for a highly motivated people-person to fill a part-time temporary position to assist Community Engagement staff in delivering Homework Help to children and teens in grades 3 to 12.

The Homework Help program is an inclusive program designed to support an enjoyment of learning while helping children and teens achieve academic success in a positive environment. Tutors will serve the needs of diverse children and youth, particularly those from historically marginalized populations including BIPOC (black, Indigenous, people of colour), 2SLGBTQI+, immigrants and newcomers to Canada, and those facing accessibility barriers. Tutors will foster a positive learning environment both in-person and online.

Position Responsibilities:

- Assist students in group tutorial sessions in-person or online
- Aid students from grades 3 – 12 with specific homework assignments in a variety of subjects, including but not limited to English, Math, History and Science
- Identify students' problem areas and create strategies to help them work on homework assignments
- Help students create a study plan for upcoming exams and assignments
- The preferred candidate must be available on Saturdays and after school Monday-Friday for shifts ranging from two-four hours between 3-8 pm, approximately 12 hours per week. The exact schedule is still to be determined. The temporary position will begin in October 2025 and finish in May 2026.

We are looking for:

- Knowledge of the current grades 3 – 12 curriculum
- Completion of at least 2 years of post-secondary studies in a relevant academic field
- Tutoring experience an asset
- Experience in working with children and teens
- Experience in facilitating & managing virtual meetings via online teleconferencing platforms (such as Zoom, Google Hangouts) is an asset
- Excellent communication skills, both written and oral
- Good customer service skills
- Enthusiastic and positive

Are you the new Homework Help Tutor we are looking for?

The wage for this position is \$27.35/hr.

Read. Connect. Share.

Please send a detailed résumé with cover letter outlining your qualifications and availability for the position by Monday, September 22nd at 5:00 pm to:

Human Resources
Prince George Public Library
888 Canada Games Way
Prince George BC, V2L 5T6
Email: hr@pgpl.ca

Applications are to be marked "Private and Confidential." The Management Team thanks all applicants for their interest. Only applicants selected for an interview will be contacted. Your application must be true and correct. Disqualification or termination of employment will result if there are any misstatements or omissions of material facts in the application or hiring process.

Read. Connect. Share.