

Title: Tutor (Volunteer)

Program: Pathways to Education

Location On-site

- PQCHC, 1365 Richmond Road
- Michele Heights Community Centre, 2950 Penny Drive
- Woodroffe High School, 2410 Georgina Drive
- Carling Family Shelter, 2980 Carling Avenue
- Morrison Gardens Community House, 985-A Morrison Drive
- Winthrop Court Community House, 38 Winthrop Private



CENTRE DE SANTÉ COMMUNAUTAIRE
PINECREST-QUEENSWAY
COMMUNITY HEALTH CENTRE

Reports to: Lynne Savage, Sabiha Rahman, and Sarah Humsi

Hours: 3- 15 Hours/week

- Saturday 10 am – 2 pm (Michele Heights)
- Monday 4:40 –8:30 pm (Michele Heights)
- Monday and Wednesday 6:30-8:30 pm (Carling Family Shelter)
- Tuesday 3- 7 pm (Winthrop Court)
- Tuesday and Thursday 3:30- 6 pm (PQCHC)
- Wednesday 3- 7 pm (Morrison Gardens)
- Wednesday 3- 5:30 pm (Woodroffe High School)

Who we are

Pinecrest-Queensway Community Health Centre (PQCHC) is a community benefit organization providing comprehensive primary healthcare and innovative community programming through our multiple service locations in Western Ottawa and through our regional programming. At PQ, we strive to meet the needs of the diverse communities we serve. We work in partnership with individuals, families, and community to achieve their full potential, paying particular attention to those who are most vulnerable and at risk.

Volunteers

At PQCHC, volunteers and staff are considered partners and work in collaboration to uphold the Centre's principles, values, and mission. They contribute unique knowledge; experiences and skills that help PQCHC to better connect with Ottawa's west end community, reflect its diversity and serve its specific needs.

Pathways to Education

Pathways to Education is a program offered by Pinecrest-Queensway Community Health Centre. It is a national program which supports young people living in low-income communities to complete high school and move on to post-secondary education or into the workforce. The program provides academic, social, financial, and one-on-one support.

Volunteer Summary

The Tutor will work one-on-one virtually and/or in-person with youth to help them in a core subject set out by the Ontario Secondary School curriculum. Tutors support students in grades 9-12 in both French and/or English in the following subjects: Math, Science, English, French, Business, Law, and Social Sciences.

Responsibilities

- Tutoring students in-person with a focus on core subject areas set out by the Ontario Secondary School curriculum.
- Helping track hours with student for reporting purposes.
- Helping students access tutoring in a meaningful way.
- Providing basic mentorship through sharing own academic and career experiences.
- Engaging and getting to know the student.
- Creating a friendly, welcoming, and inclusive environment.
- Working with PQCHC staff and other volunteers.
- Sharing important information with staff about students if there are concerns.

Qualifications

- Previous experience or interest in working with youth.
- Experience working with culturally diverse youth an asset.
- Good communication skills in English and/or French.
- Patience and empathy.
- Knowledge of high school curriculum material for specific subject areas.
- Bilingual or English essential, other languages an asset including Arabic and Somali.

If you are interested in volunteering with Pinecrest-Queensway Community Health Centre (PQCHC) in this position, please send an email to Sarah Fraser-Smith, Community Development Volunteer Coordinator s.fraser-smith@pqchc.com

All volunteers must go through screening, onboarding, and training through Human Resources (HR). A Vulnerable Sector Check (level 3) is required for volunteering as a tutor with PQCHC. HR will provide a letter.

PQCHC is an equal opportunity employer and values diversity in its workforce. If at any stage in the selection process you require accommodation due to a disability, please let us know the nature of the required accommodation.