



Glebe Neighbourhood Activities Group
175 Third Avenue, Ottawa
613-233-8713 info@gnag.ca

Academic Tutor

(part-time positions available)

Application Deadline: Ongoing

- Application should include
 - Cover Letter
 - Resume
 - Schedule of availability
- Please submit application by e-mail or in person to Academic Coordinator Katie Toogood by emailing katie@gnag.ca
- Please note: Only applicants who successfully secure an interview will be contacted.

1. Qualifications:

- University degree or currently enrolled in an undergraduate degree program or college diploma program
- Valid Police Record Check, Standard First Aid and CPR level C
- Tutoring experience
- Ontario Teacher Certification an asset
- Interest in teaching, tutoring, and assisting students to succeed academically
- Bilingualism an asset
- Ability to tutor math and sciences an asset

2. General Responsibilities:

- To tutor children from grades 1 – 12 in a variety of academic subjects
- Communicate any problems to Academic Centre Coordinator and appropriate Manager
- Communicate with parents and clients of the Academic Centre in a positive, pleasant and professional manner.
- Arrive on time and ready to work
- Occasional liaising with parents via email and lesson preparation

3. Timing/Hours

- Tutors should be generally available between 4:00 – 6:00 pm, Monday to Thursday (minimum 2 days/week). Securing additional private tutoring hours later in the evening may be possible.
- Remuneration: \$22 - \$28/hour