



Dartmouth Learning Network Upskill Mentor Position Description

Purpose: The position of *Upskill Mentor* at the Dartmouth Learning Network provides peer-to-peer academic instruction and learning experiences for adults (19 years and over), for two hours per week. This tutoring instruction takes place in public locations located throughout Dartmouth and supports DLN in its mission of providing opportunities for life-long learning for adults.

Reports to: Community Learning Program Coordinator

Length of Commitment: 10 months (program year), September-June

Weekly Time Commitment: 4 hours/week

Location: Various public spaces throughout Dartmouth (libraries, community centres, NSCC)

Upskill Mentor Qualifications:

- High School Diploma/GED certificate or equivalent, with good reading and writing skills
- Proficient skills in at least one area of learning
- Ability to develop lesson plans, document successes & challenges, describe progress and submit this in reports 3 times per program year to Coordinator
- Be patient, non-judgemental and responsive to a learner's needs with respect to their learning goals

Upskill Mentor Responsibilities:

- Prepare lesson plans and reports
- Assess skills and academic abilities
- Encourage Learners
- Record progress & challenges
- Communicate with coordinator