Adult Learning Centres: Grey Bruce Georgian
Owen Sound & North Grey Union Public Library
Job Posting #2026-05: Learning Facilitator Part-time
Salary Scale: Under Review

Purpose & Scope:
Reporting to the Adult Learning Services Manager, the Learning Facilitator Part-time assists the Manager in those literacy service functions deemed necessary for the specific site(s) and / or location(s). To work up to 15 hours per week as scheduled.

Site / Locations: Walkerton / Kincardine

Essential Functions:
- Assist in ensuring the smooth operation of the Adult Learning Centre within the mandate and policies of both the Get SET Program of the Ontario Ministry of Labour, Immigration, Training & Skills Development, and the Owen Sound & North Grey Union Public Library and its Adult Learning Services
- Assist in ensuring that all five Ministry mandated services (information and referral, assessment, learner plan development, training, follow-up) are delivered in ways that meet or exceed service quality standards
- Assist with the overall assessment, evaluation and development of Adult Learning Services
- Assist in ensuring maintenance of all relevant data, records and statistical information
- Assist with the delivery of literacy services (small group, one-to-one and computerized) as required
- Assist in the day-to-day operation of the Adult Learning Centres at one or more sites and locations
- Assist and support all necessary committees needed to carry out the above duties
- Attend and contribute to Adult Learning Services team meetings as requested
- Attend meetings as relevant as a representative of the Adult Learning Services
- Actively involved in student assessment and learning plan development.
- Responsible for the delivery of the pre-Canadian Adult Education Credential instruction

MINIMUM QUALIFICATIONS:
- Two years post-secondary education, preferably with teaching / facilitating experience
- Two years of experience working with adult learners
- Two years of experience working in a public facing customer service role
- Understanding of differences between pre-literacy and LBS service delivery
- Driver's license with clean driving abstract and access to vehicle
- Clear police records check with vulnerable sector screening
- Current First Aid and Mental Health First Aid Certification and De-escalation Training or willing to obtain

Please see complete job description attached.

Interested individuals are invited to submit a letter of application and resume to the address listed below, no later than 1:00 p.m. on Friday, August 7, 2026

Hiring Committee
824 First Avenue West
Owen Sound, ON
N4K 4K4
Email: rhannon@adultlearningcentres.ca

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used for candidate selection.

The Owen Sound & North Grey Union Public Library is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act, in all aspects of the hiring process, upon request.