



# Comox Valley Adult Learning Centre



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Comox Valley Community Adult Literacy & Learning Society (CALLS)

## The CVALC -Volunteer Financial Literacy Tutor Positions

The Comox Valley Adult Learning Centre is looking for eligible candidates in the Comox Valley.

Financial Literacy Tutor volunteers will connect with low-income and/or vulnerable learners who are looking to develop their financial skills in a workshop setting or by one-on-one tutoring. This will include developing SMART goal(s); with topics ranging from saving strategies, financial management, teaching their kids about money, tax strategies, fraud protection and managing debt. Every customer has a different learning need, so each volunteer will have a different tutoring experience.

### Responsibilities:

- Provide support and tutoring to learners
- Stay current with financial literacy
- Attend monthly tutor support meetings

### Skills, Attitudes, Knowledge Required:

- Strong organization, problem solving and communication skills (verbal and written).
- Able to work independently and in a team

We encourage applications have some knowledge of:

- SMART goals
- Making Budgets
- Current Consumerism trends
- Credit and Credit Ratings

The CVALC staff will support your success through:

- providing volunteer tutor training and monthly support meetings
- provide you with support and guidance
- Sharing comprehensive tools and resources

### Time Commitment:

- 5- 10 month commitment, 1-3 hours a week
- Attend a mandatory training/orientation and monthly support meetings

### Volunteer Benefits:

- Being part of a great organization who advocates empowerment through learning
- Gain valuable experience
- Will provide a reference letter