



Literacy Volunteer Description

Fall 2017

- Purpose:** The position of the *Let's R.E.A.D.* literacy volunteer supports the Learning Disabilities Association of Niagara Region's literacy program. This literacy program is designed to motivate and help children who experience difficulties learning due to a learning disability gain confidence and academic success in reading.
- Job Title:** Literacy Volunteer
- Location:** The Let's R.E.A.D. program will be conducted in local school classrooms in Niagara Falls, St. Catharines, Fort Erie and Port Colborne.
- Key Responsibilities:**
- (1) Works with children who struggle with literacy skills to provide assistance in areas of phonics, sight words, fluency, and self-regulation;
 - (2) Works with groups of children and one-on-one to provide support and guidance, as they complete literacy based activities;
 - (3) Provides a positive learning environment to invoke self-motivation as they develop phonological awareness and processing skills;
 - (4) Provide regular positive feedback on the student's progress to instill self-motivation and self-confidence in their academic development;
 - (5) Help instructors complete session reports and observation notes after each session to track progress;
 - (6) Assist the program instructors.
- Reports to:** Program Instructor and Project Coordinator
- Length of Appointment:** The Let's R.E.A.D. volunteer will serve for 8 weeks for the Fall 2017 (October 2nd to December 5th) program. Volunteers are eligible to continue for other sessions with approval from the Project Coordinator.
- Time Commitment:** The literacy volunteer position requires a minimum commitment of two hours per week, for each week that the program is in session. In addition, each volunteer must attend a two-hour training session prior to the program start. The program is held from 6:00 – 7:00 pm on Mondays and Wednesdays OR Tuesdays and Thursdays. The Port Colborne site will run from 3:15pm - 4:15pm.
- Mandatory Activities:**
- Attend meetings as necessary,
 - Attend training sessions,

- Responsible for transportation to and from program locations,
- Must fill out time sheets and submit to instructor.

Qualifications: Eligible candidates for the literacy volunteer position include individuals over 16 years of age.

- First Aid/CPR is an asset
- Previous experience working with children an asset
- Pass a criminal reference check
- Previous experience working with individuals with Learning Disabilities is an asset
- Drivers License is an asset

Skills: Participants should demonstrate:

- Good verbal and written communication skills
- The ability to work independently and as part of a team
- Patience, reliability, responsibility, and professionalism

Benefits: Will develop skills related to the association.

- Understanding the functions and roles of LDANR
- Identifying and utilizing community resources
- Gaining understanding of the issues and needs of the client
- Increased knowledge of Learning Disabilities and AD(H)D

Support Provided: Training for this position will be provided at the orientation/ training sessions. In addition, a program instructor will be on the premises at all times to assist you as needed; as well the Project Coordinator is available on an ongoing basis to answer questions and provide other support as needed. Volunteers will have full access to our resource library/center for resources, tools, games, and books that would be useful for the program.

Please complete a volunteer intake form on our website
<http://ldaniagara.org/get-involved/volunteer-intake-form/>
September 22nd, 2017

Inquiries regarding this position can be directed to:

Lauren Calvert, Project Coordinator

Email: projectsldan@cogeco.net

Learning Disabilities Association of Niagara Region is committed to our Accessibility and Accommodation policy. We welcome and encourage applications from individuals with disabilities. Candidates taking part in all aspects of the recruitment and selection process are encouraged to communicate needs for accommodation and we will partner with you to meet those needs.