



Idanr • Learning Disabilities Association of Niagara Region

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Summer Student – Program Assistant Job Description

The Learning Disabilities Association of Niagara Region (LDANR) is a registered not-for-profit charity committed to supporting those with learning disabilities and those who support individuals with learning disabilities through programming, public education and awareness, support groups and resources. Working with volunteers and community partners, the LDANR strives to educate and support the Niagara community about learning disabilities.

The LDANR is presently seeking a summer student for the position of Summer Program Assistant for a full-time (35 hours per week) position from mid June to end of August, 2017 (exact dates TBA) with working hours 9:00am – 4:00pm with a one hour lunch. The hourly wage is set at \$11.75.

The Summer Program Assistant's main responsibilities include supporting LDANR's Summer Learning Achievement & More (SLAM) program by assisting the Program Coordinator with the responsibilities listed below. The Summer Program Assistant works with the Program Coordinator and reports to the Executive Director.

Responsibilities:

- Support the Program Coordinator with SLAM program related work
- Assist with program preparation and organization
- Pick up and organize program materials and supplies as needed
- Assist with program on-site set up
- Collect documents from SLAM sites when needed (i.e. time sheets, incident/accident forms)
- Drop off documents to SLAM sites when needed (i.e. pay cheques)
- Drop off materials to SLAM sites when needed
- Assess student literacy skills (training provided) weekly
- Provide one-on-one support to students with reading difficulties
- Support program staff if a facilitator is away sick
- Input SLAM program data as it becomes available

Qualifications:

- Applicant must have been in full time post-secondary studies in the previous year and must be returning to full-time studies in the fall.
- Experience working in an office setting and program setting an asset.

- Experience working/volunteering within the not-for-profit sector/community-based organizations.
- Experience in programming for children.
- Experience in assessing children's literacy skills an asset.
- Ability to multi-task, manage deadlines and thrive in a fast-paced environment.
- Highly organized and professional.
- Experience with Microsoft Office Word and Excel.
- Professional and responsible with sensitive and confidential issues.
- Superior verbal/written skills, public relations, communication, problem-solving and interpersonal skills.
- Basic knowledge and understanding of learning disabilities.
- Access to personal vehicle and valid Ontario Driver's License required.