



## Literacy Volunteer Description

### Winter 2018

**Purpose:** The position of the *Reading Rocks Jr.* literacy volunteer supports the Learning Disabilities Association of Niagara Region's literacy program for young children aged four to six who are at risk of reading difficulties due to a potential learning disability. This literacy program is designed to motivate and help children gain confidence and academic success in reading.

**Job Title:** Literacy Volunteer

**Location:** The Reading Rocks Junior program is conducted in local school classrooms in St. Catharines, Niagara Falls, Fonthill and Stevensville.

#### Key

**Responsibilities:**

- (1) Works with children who struggle with literacy skills to provide assistance in areas of phonics, sight words, and printing;
- (2) Works with a group of children in an assigned literacy station: phonics, sight words, or printing;
- (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 if need be.

**Reports to:** Program instructor and Project Coordinator

**Length of Appointment:** The literacy volunteer will serve for 8 weeks for the Winter 2018 (January 29<sup>th</sup> – April 5<sup>th</sup>) program. Volunteers are eligible to continue for other sessions with approval from the Project Coordinator.

**Time Commitment:** The 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 date. The program is held from 6:00 – 7:00pm on Mondays and Wednesdays or Tuesdays and Thursdays, depending on the program location.

**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 Reading Rocks Jr. 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/>

Inquiries regarding this position can be directed to:

**Lauren Calvert, Project Coordinator**

**Email: [projectsldan@cogeco.net](mailto: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.*