



# Idanr • Learning Disabilities Association of Niagara Region

*The right to learn, the power to achieve*

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## **Sunshine, Learning, Achievement & More (S.L.A.M.) Program Head Instructor Position Description**

- Purpose:** The position of Sunshine, Learning Achievement & More (S.L.A.M.) Program Head Instructor supports the Learning Disabilities Association of Niagara Region's summer program for children and youth (ages 6 -10) with learning difficulties and/or AD(H)D. This program is designed to motivate and help children gain confidence and academic success in reading, and writing as well as make social skills gains. Children spend half the day on engaging, hands-on literacy and social skills activities and the remaining half on recreational activities, sports and crafts. It is also designed to help volunteers gain knowledge and experience in working with children who experience difficulties learning essential academic and social skills. Therefore this position is responsible for assisting in the coordination, safety, delivery, evaluation and supervision of the S.L.A.M. Summer Program.
- Job Title:** S.L.A.M. Program Head Instructor
- Location:** St. Catharines (positions available: 1)  
Niagara Falls and Welland (positions available: 1)
- Key Responsibilities:** The S.L.A.M. Program Head Instructor:
- Designs, implements and delivers the summer program.
  - Supervises the day to day operations of the full day summer program;
  - Develops, facilitates and teaches participants explicit literacy skills during the academic component of the day using various resources to help participants make progress in their literacy skills;
  - Ensures that literacy activities and centers are engaging, game and/or movement based
  - Supports the recreational program instructor during recreational component of the day;
  - Teaches participants explicit social skills strategies using various resources that will provide them with positive self-esteem and self-confidence, which in turn will enable the participants to make and keep friends;
  - Provides a positive learning environment that fosters self-advocacy within participants;
  - Ensures each instructor and volunteer provides a positive learning environment to invoke self-motivation as the children develop new skills;
  - Provides regular constructive feedback to the children about their progress and achievements;
  - Is responsible for administering medications to the children at the appropriate time while maintaining the medical log and caregiver authorization forms;
  - Communicates regularly with participants and caregivers to monitor progress;
  - Agrees not to disclose information pertaining to the employer and/or participants which may be of a proprietary or confidential nature or which may be damaging to the Association;
  - Collects the volunteers' time sheets and submits these to the Program Coordinator;

- Regulates pick-up and drop-off of the children, ensuring only authorized adults pick-up the children participants;
- Unlocks and locks up before and after each session;
- Communicates to instructors, volunteers and caregivers about upcoming events;
- Answers caregiver's questions and concerns;
- Regulates volunteer attendance (sign-in/out) and children's attendance (sign-in/out);
- Acts as the liaison between the LDANR office staff, caregivers and volunteers;
- Tracks the instructors' and volunteers' progress and abilities for future reference purposes;
- Completes incident/accident forms as required and submits these to the Program Coordinator;
- Communicates and reports to Program Coordinator on a regular basis;
- Assists with moving program sites as required;
- Adheres to and enforces LDANR policies and procedures.

**Reports to:** Program Coordinator

**Length of Appointment:** Seeking **one** S.L.A.M. Program Head Instructor to serve **7-weeks in St. Catharines**, in addition to the planning stages prior to the beginning of programming:

- July 3 - 6, 2018
- July 9 - 13, 2018
- July 16 - 20, 2018
- July 23 - 27, 2018
- July 30 - August 3, 2018
- August 13 - 17, 2018
- August 20 - 24, 2018

Seeking **one** S.L.A.M. Program Head Instructor to serve **6-weeks in Niagara Falls and Welland** in addition to the planning stages prior to the beginning of programming:

Niagara Falls:

- July 9 - 13, 2018
- July 16 - 20, 2018
- July 23 - 27, 2018

Welland:

- July 30 - August 3, 2018
- August 13 - 17, 2018
- August 20 - 24, 2018

**Time Commitment:** The S.L.A.M. Program Head Instructor position will serve for 7-weeks of programming in St. Catharines OR 6 weeks in Niagara Falls *and* Welland and requires a minimum of 42.5 hours per week, working from 8:00am until 5:00pm from Monday to Friday of the Summer Program. In addition, the Program Head Instructor must attend the planning stages and orientation/training prior to program beginning. The program is during the months of July and August 2018.

**Mandatory Activities:**

Mandatory Activities:

- Attending coordination/planning meetings with the Program Coordinator, Program Instructors and Program Volunteers as necessary;
- Attending training sessions;
- Responsible for transportation to and from program locations;
- Reporting to Program Coordinator including mandatory feedback and timesheets submitted weekly
- Completing Incident/Accident forms when necessary;
- Taking initiative when assisting staff and interacting with participants.

**Qualifications:**

Eligible candidates for the S.L.A.M. Program Head Instructor Position include individuals who have **earned or in the process of earning a post-secondary degree and have experience in a related field** and have passed a criminal check. Other qualifications may include:

- First Aid/CPR (mandatory)
- **Driver's license & vehicle**

**Skills/Knowledge:**

Participants should demonstrate:

- Previous knowledge and experience working with individuals with learning disabilities and ADHD
- Experience supporting children and their needs
- Experience teaching children literacy skills
- Experience designing and implementing learning activities
- Experience assessing performance and tracking progress
- Works well with children supporting their needs
- Ability to work independently and as part of a team
- Has previous experience managing groups of people
- Must be **reliable**, organized, assertive, responsible and professional
- Ability to meet deadlines within a specified timeframe

**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

**Hourly Rate**

\$17/hour

**Support Provided:**

Training and preparation for this position will take place the week of June 25, 2018. in addition, the Program Coordinator is available on an ongoing basis to answer questions and provide assistance as needed. The Program Head Instructor will have full access to our resource library/center for resources, tools, games, and books that would be useful for the program.

*All applicants are thanked for their interest. Only those selected for an interview will be contacted.*

Please send a cover letter and resume (***please indicate location of interest***) by

**4:30pm on March 12, 2018 to:**

Brittani Ali

Program Coordinator

Learning Disabilities Association of Niagara Region

366 St. Paul Street, St. Catharines, ON L2R 3N2

**Email:** [programsLdan@cogeco.net](mailto:programsLdan@cogeco.net) **Fax:** 905-641-2336

*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.*