



Idanr • Learning Disabilities Association of Niagara Region

366 St. Paul Street (rear), St. Catharines, ON L2R 3N2
Phone: (905) 641-1021 Fax: (905) 641-2336
Email: Ldaniagara@cogeco.net Website: www.LDANiagara.org

Summer Student – Program Assistant Job Description

Funded through Canada Summer Jobs

The Learning Disabilities Association of Niagara Region (LDANR) is a registered not-for-profit charity committed to providing resources and support to individuals living with learning disabilities in Niagara. Specifically, LDANR offers direct-impact programming to children and youth living with a diagnosed or suspected learning disability. Working with volunteers and community partners, the LDANR strives to educate and support the Niagara community about learning disabilities.

The LDANR is presently seeking two (2) summer students for the position of Summer Program Assistant for a full-time (30 hours per week) position from June 18 – August 10, 2018 with working hours 9:00am – 4:00pm with a one-hour unpaid lunch. The hourly wage is set at \$14.50.

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 (e.g., time sheets, incident/accident forms)
- Drop off documents to SLAM sites when needed
- Drop off materials to SLAM sites when needed
- Provide support to students with reading difficulties
- Support program staff if an instructor is away sick
- Input SLAM program assessment 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.
- 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.

Interested applicants can send a cover letter and resume by 4:00 pm on May 11th to:

Samantha Sendzik

Executive Director

Email: Ldaniagara@cogeco.net **Fax:** 905-641-2336

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

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.