



## **B.E.S.T. Program Facilitator Position Description** (Better Emotional & Social Times – Children ages 6-11 years) **Fall 2018**

**Purpose:** The position of *BEST program facilitator* supports the Learning Disabilities Association of Niagara Region’s self-advocacy and social skills program for children with learning difficulties. The BEST self-advocacy and social skills program is designed to help children understand their learning disability and how it simply means they learn differently and learn about their strengths. This program motivates and helps children learn how to advocate for themselves at school and with their friends and family as well as have fun learning new skills such as turn taking, listening, asking for help, dealing with frustration/anxiety and much more.

**Job Title:** BEST Program Facilitator

**Location:** The BEST Program is conducted in local school classrooms in St Catharines.

**Key Responsibilities:** The *BEST Program Facilitator*:

- Supports the Program Coordinator to implement and deliver the assigned social skills lesson plans as well as facilitating the active and cooperative games/sports component to further foster social skills;
- Works with a small group of children who experience difficulties with social skills (such as: conversation skills, friendship skills, organization skills, self-evaluation, feelings, anger management, problem solving, peer pressure, bullying and more) by leading and guiding various activities such as role-playing and so forth.
- Helps the children learn about their learning disability as well as their strengths and how to self-advocate for themselves;
- Supervises, assists, and supports the volunteers that are assisting the children in social skills activities and discussions;
- Conducts Volunteer Performance Evaluations on each volunteer’s performance throughout the 8 weeks;
- Provides one-to-one support to the children when needed;
- Provides a positive environment for students to encourage full participation in activities;
- Reports to the Program Coordinator weekly;
- Regulates pick-up and drop-off of the children, ensuring only authorized adults pick-up/drop-off the children participants;
- Unlocks and locks up before and after each session;
- Communicates to volunteers and parents about up-coming events at the LDANR;

- Answers questions and concerns of parents/guardians;
- Regulates volunteers' attendance (sign-in/out) and children's attendance (sign-in/out);
- Is the liaison between the LDANR staff and parents and volunteers;
- Models positive behaviours and coaches children to develop and exhibit proper actions and reactions in social settings;
- Provides regular positive feedback to increase self-confidence and self-esteem;
- Tracks and evaluates the children's various social skills and progress throughout the 8 weeks;
- Takes and supervises the group on a social outing.

**Reports to:** Program Coordinator

**Length of Appointment:** The BEST Program Facilitator will serve for 8-weeks for the Fall 2018 session. The facilitator is eligible to continue in both sessions with approval from the Program Coordinator.

**Time Commitment:** The BEST Program Facilitator position requires a minimum commitment of one hour and a half per week, for each week that the program is in session. In addition, each facilitator must attend orientation/training during the week prior to program beginning. **The program is held from 6-7:30pm each Wednesday evening for eight weeks starting October 3 – December 5.** Instructors are required to commit to working hours of 5:30 – 8:00pm each week.

**Qualifications:** Eligible candidates for the BEST Program Facilitator position include individuals who have earned a post-secondary degree or are currently earning a degree and have passed a criminal check.

- First Aid/CPR is an asset
- Previous experience working with individuals with learning disabilities is an asset
- Drivers license is an asset
- Works well with children and youth
- Is assertive, responsible, and reliable
- Has previous experience managing groups of people

**Skills:** Participants should demonstrate:

- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- Must be reliable, flexible, organized, assertive, and professional
- Ability to meet deadlines within a specified timeframe
- Must be patient

**Benefits:** Will develop skills related to the LDANR:

- Understanding the functions and roles of LDANR
- Identifying and utilizing community resources
- Gaining understanding of the issues and needs of the participant children and volunteer tutors
- Increased knowledge of learning disabilities and AD(H)D

**Support Provided:** Mandatory training for this position will be taking place at the end of September. In addition, the Program Coordinator is available on an ongoing basis to answer questions and provide

assistance and guidance as needed. The Program Facilitator will have full access to our resource library/center for resources, tools, and games, books.

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

Please send a cover letter and resume by **Friday August 10<sup>th</sup>** to:

**Stephanie McCorriston**

Program Coordinator

Learning Disabilities Association of Niagara Region

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

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