



Idanr • Learning Disabilities Association of Niagara Region

UW After-School Instructor Position Description

C.H.A.M.P.S. - *Changing Hearts, Attitudes, and Minds for Personal Success*

2019

- Purpose:** The position of *UW After-School Program – CHAMPS* program instructor supports the Learning Disabilities Association of Niagara Region’s homework program for at-risk children and youth ages 10-14 who require homework assistance. The homework program is designed to motivate and help children gain focus on their academic success in reading, writing, and math. It is also designed to help volunteers gain knowledge and experience in working with children who require extra academic guidance. Therefore this position is responsible for assisting in the coordination, safety, delivery, and supervision of a *UW After-School CHAMPS* Program.
Please note: This is a paid position.
- Job Title:** UW After-School Program – CHAMPS program instructor
- Location:** CHAMPS is conducted in Thorold and St. Catharines.
- Key Responsibilities:** The CHAMPS program instructor is responsible for the following:
- Supporting the Program Coordinator to implement and deliver the CHAMPS Program;
 - Supervising volunteers and participants through snack time, group game lead by RAFT then 10 minutes of homework help;
 - Developing and delivering 15 minutes of fun, disguised learning activity;
 - Developing and delivering 20 minutes of fun activity that may be less academic;
 - Ensuring each literacy volunteer provides a positive learning environment to invoke self-motivation as the children develop phonological awareness and processing skills;
 - Providing regular constructive feedback on the literacy volunteer’s progress;
 - Reporting to the Program Coordinator weekly;
 - Submitting monthly hours to the Program Coordinator in a timely manner;
 - Regulating pick-up and drop-off of the children, ensuring only authorized adults pick-up the children participants;
 - Unlocking and locking-up before and after each session;
 - Communicating to parents about up-coming events;
 - Answering questions and concerns of parents/guardians;
 - Regulating volunteers’ attendance (sign-in/out) and children’s attendance (sign-in/out);
 - Is the liaison between the LDANR staff and parents and volunteers;
 - Tracking the volunteers’ progress and abilities.
 - **On the first day at each site, the staff are to arrive 15 minutes early.** That way there will be time to look around the space, your supplies, etc. Facilitators will also be **expected to stay 15 minutes late that first day** to go over some basics like fire evacuation plans.
- Reports to:** Program Coordinator
- Length of Appointment:** The CHAMPS program instructor will serve from: January – June 2019
If instructors are only available until April 2019, due to relocation, arrangements may be made.
- Time Commitment:** The CHAMPS program instructor position ranges from 1 to 5 hours per week, depending on the location, for each week that the program is in session. Some program sites run for 1 hour while others run for 2 hours. In addition, each program instructor must attend orientation/training prior to program beginning. Training will also be held 3-4 times throughout the year to review general rules, procedures, etc.

CHAMPS is offered in the following locations (*subject to change for Fall 2019):

Prince of Wales South School (40 Pine Street South, Thorold)

Mondays – Thursdays, 3:10-4:10pm

59 Rykert St. Unit 92

Mondays and Wednesdays 3:30-5:30

Everybody's Place (45 Manchester Ave, St. Catharines)

Wednesdays & Thursdays, 3:30-5:30pm

Community House, Grantham (10 Old Pine Trail, Unit 9, St. Catharines)

Mondays & Tuesdays, 3:30-5:30pm

Mandatory Activities: Mandatory Activities:

- Attending meetings as necessary;
- Attending all training sessions;
- Responsible for transportation to and from program locations;
- Must fill out time sheets;
- Report to the Program Coordinator each week;
- Fill out Incident/Accident forms when necessary;
- Collecting volunteers' time sheets

Qualifications:

Eligible candidates for the CHAMPS program instructor 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 required;**
- 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;
- Previous experience managing groups of people.

Skills:

Eligible candidates 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

Compensation

\$17.00/hour

Support Provided:

The United Way will provide training for this position. In addition, the Program Coordinator is available on an ongoing basis to answer questions and provide assistance and guidance as needed. The Program Instructors will have full access to our resource library/center for resources, tools, games, and books that would be useful for programming.

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.

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

Please send a cover letter and resume to:

Stephanie McCorriston

Program Coordinator

Learning Disabilities Association of Niagara Region

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