



Reading Rocks Program Facilitator Position Description Winter 2019

- Purpose:** The position of *Reading Rocks program facilitator* supports the Learning Disabilities Association of Niagara Region's literacy program for children and youth in Grades 2 - 10 with learning difficulties. This one-on-one literacy program is designed to motivate and help children gain confidence and academic success in reading and writing. It is also designed to help facilitators and volunteers gain knowledge and experience in working with children and youth who experience difficulties learning essential literacy skills. Therefore, this position is responsible for assisting in the coordination, safety, delivery, and supervision of a Reading Rocks program site.
Please note: This is a paid position.
- Job Title:** Reading Rocks Program Facilitator
- Location:** The Reading Rocks Program is conducted in local school classrooms in Welland, Beamsville, as well as at Brock University.
- Key Responsibilities:** The Reading Rocks Program Facilitator:
- Supports the Program Coordinator to implement and deliver the Reading Rocks Literacy Program;
 - Manages the volunteer tutors who are working with the assigned child;
 - Supervises, assists, and supports the volunteer tutors to develop and implement an appropriate and effective individualized literacy program to meet the child's individual literacy needs;
 - Conducts Volunteer Performance Evaluations on each volunteer tutor's performance throughout the 8 weeks;
 - Ensures each volunteer tutor develops a unique work station where the child's successes are emphasized;
 - Ensures each volunteer tutor provides a positive learning environment to invoke self-motivation as the children develop phonological awareness and processing skills;
 - Provides regular constructive feedback on the volunteer tutor's progress;
 - Collects the volunteer tutors' session reports and pre/post literacy assessments and submits them to the Program Coordinator;
 - 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 volunteer tutors and parents about up-coming events at the LDANR;
 - Answers questions and concerns of parents/guardians;
 - Regulates volunteer tutors' attendance (sign-in/out) and children's attendance (sign-in/out);
 - Is the liaison between the LDANR staff and parents and volunteers;
 - Supervises volunteer tutors and children;
 - Tracks the volunteer tutors' progress and abilities.
- Reports to:** Program Coordinator
- Length of Appointment:** The Reading Rocks Program Facilitator will serve for 8-weeks for the Winter 2019 programs. The program facilitator is eligible to continue for other sessions with approval from the Program Coordinator.
- Time Commitment:** The Reading Rocks Program Facilitator position requires a minimum of four hours per week, for each week that the program is in session. In addition, each program facilitator must attend a mandatory, 2-hour, orientation/training during the week prior to program beginning.

The program runs:

- **January 28th – April 3rd (Mondays and Wednesdays) at Brock University only**
- **January 29th – April 4th (Tuesdays and Thursdays) at Brock University, in Welland and in Beamsville**

The facilitator's hours will be from 5:30 – 7:30pm.

**Reading Rocks will NOT run the week of February 18th-22nd nor March 11th-18th, 2019 for any sites.*

Mandatory Activities: Mandatory Activities:

- Attending meetings as necessary;
- Attending all training sessions;
- Complete the Accessibility for Ontarians with Disabilities Act training certification and Occupational Health and Safety Awareness training certification;
- Responsible for transportation to and from program locations;
- Report to the Program Coordinator each week;
- Fill out Incident/Accident forms when necessary;
- Collect volunteer tutors' session reports, time sheets and pre/post literacy assessments;
- Conducting Volunteer Performance Evaluations on each volunteer tutor's performance throughout the 8 weeks;
- Supervise, assist, and support the volunteer tutors to develop and implement an appropriate and effective individualized literacy program to meet the child's individual needs.

Qualifications:

Eligible candidates for the Reading Rocks program facilitator position include individuals who have earned a post-secondary degree or are currently earning a degree and have **passed a vulnerable sectors check**.

- First Aid/CPR
- 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:

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, volunteer-tutors
- Increased knowledge of Learning Disabilities and AD(H)D

Support Provided:

Mandatory training for this position will be provided during the week before programs begin (January 21st – 25th). 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 that would be useful for tutoring sessions.

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 interest. Those selected for an interview will be contacted.

Please send a cover letter and resume by **Friday, December 21st, 2018** to:

Stephanie McCorrison

Program Coordinator

Learning Disabilities Association of Niagara Region

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

Email: programsLdan@cogeco.net **Fax:** 905-641-2336 **Phone:** 905-641-1021