



Reading Rocks Volunteer-Literacy Tutor Position Description

- Purpose:** The position of *Reading Rocks volunteer tutor* supports the Learning Disabilities Association of Niagara Region's literacy program for children and youth with learning difficulties. This one-on-one literacy program is designed to motivate and help children in Grades 2 - 10 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 who experience difficulties learning essential literacy skills. Therefore, this position is responsible for developing and implementing an appropriate and effective individualized literacy program to meet the child's individual literacy needs.
- Job Title:** Reading Rocks Volunteer Tutor
- Location:** **Welland, Beamsville and Brock University**
- Key Responsibilities:** The Reading Rocks volunteer tutor develops and implements an appropriate and effective individualized literacy program to meet the child's individual literacy needs including:
- Engaging, creative and hands-on literacy activities and games in the areas of literacy: phonics, sight words, fluency, reading/listening comprehension, spelling, grammar, sentence structure, and more to provide assistance for the assigned child struggling with literacy skills;
 - A unique work station (decorated tri-fold board) where the child's successes are emphasized through graphing and posting mastered literacy concepts;
 - An informal literacy assessment on the first day of program (pre-assessment) as well as on the last day of program (post-assessment);
 - Provides a positive learning environment to invoke self-motivation for the child as he/she develops phonological awareness and processing skills;
 - Educates the child on how their unique learning requirements affect how they understand and use information and how this ultimately affects their ability to learn and ways they can use their unique learning as a strength;
 - Provides regular positive feedback on the student's progress to instill self-motivation and self-confidence in their academic development;
 - Fills out session reports after the tutoring sessions to track the children's progress;
 - Communicates with child's caregivers on a regular basis to keep them informed of child's progress
 - Assists the program facilitator if need be.
- Reports to:** Program Coordinator (office) and Program Facilitator (on-site).
- Length of Appointment:** The Reading Rocks volunteer tutor will serve for 8-weeks for the Winter 2019 programs. The volunteer tutor is eligible to continue for other sessions with approval from the Program Coordinator.
- Time Commitment:** The Reading Rocks volunteer tutor position requires a minimum commitment of **three hours per week** (2 hours of programming and 1 hour of prep work) for each week that the program is in session. **The volunteer tutor may be required to dedicate one additional hour outside of each tutoring session to prepare the literacy activities and workstation (decorated tri-fold board).** In addition, each volunteer tutor must attend orientation/training during the week prior to program beginning (2 hours).
- Tuesdays AND Thursdays (must be available for both days):**
- Brock University: 6-7pm
 - Welland: 6-7pm

- Beamsville: 6-7pm

Mondays AND Wednesdays (must be available for both days):

- Brock University: 6-7pm

Please note: Reading Rocks will NOT run February 18th-22nd or March 11th-15th.

Mandatory Activities: Mandatory Activities:

- Attend meetings as necessary;
- Attend all training sessions;
- Responsible for transportation to and from program locations;
- Must fill out time sheets.

Qualifications:

Eligible candidates for the Reading Rocks volunteer tutor position include individuals who have earned their secondary diploma or post-secondary students that have **passed a vulnerable sectors check**.

- First Aid/CPR is an asset
- Previous experience working with individuals with learning disabilities is an asset
- Drivers License is an asset
- Is assertive, responsible, and reliable

Skills:

Eligible candidates should demonstrate:

- Excellent verbal and written communication skills
- Able to work independently and as part of a team
- Must be reliable, creative, organized, and self-motivates
- Able to meet deadlines within a specified timeframe
- Must be patient.

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

Support Provided:

Mandatory training for this position will be provided at Brock University during the week before programs start (January 21st-25th). The program facilitator will be on the premises at all times to assist the volunteer tutor as needed. Additionally, the Program Coordinator is available on an ongoing basis to answer questions and provide other assistance and support as needed. Volunteer tutors will have full access to our resource library/center for resources, tools, games, books that would be useful for tutoring sessions.

Please complete a Volunteer Intake Form on our website!

<http://ldaniagara.org/get-involved/volunteer-intake-form/>

Please indicate the sessions (M/W or T/TH) and location you are available to volunteer for!

Inquiries regarding this position can be directed to:

Stephanie McCorriston, Program Coordinator

Email: programsLdan@cogeco.net

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.