



Idanr • Learning Disabilities Association of Niagara Region

Reading Rocks Volunteer-Tutor Description Spring 2022

Position: Literacy Volunteer-Tutor – via Microsoft Teams
Reports to: Program Facilitator and Program Coordinator
Training: Week of April 11th/April 18th, specific date TBD
Start date: April 25th/April 26th
End date: June 16th/June 20th
Locations: Via Microsoft Teams

Length of Commitment: The volunteer-tutor will serve for **8 weeks** for the Spring 2022 program. The volunteer-tutor is eligible to continue for subsequent sessions with approval from the Program Coordinator.

Monday/Wednesday

April 25th – June 20th

6:00 – 7:00 pm

Tuesday/Thursday

April 26th – June 16th

6:00 – 7:00 pm

Time Commitment: 3 hours/week (2 hours of tutoring and 1 hour of prep time) – **Total commitment of 24 hours**

** Mandatory orientation and training session to be held the weeks of April 11th/April 18th (3 hours in the evening) for our Reading Rocks volunteer-tutors and staff. Tutors only need to attend one training day. We offer two days of training in different weeks for availability purposes. Specific training dates and times during those weeks are still TBD.*

*** Tutors must be available both days at the specified times for sessions. Tutors are welcome to participate in all 4 nights if interested or required by placement hours (bringing total commitment up to 48 total hours)*

**** There is no program on Monday May 23rd (Victoria Day). The end date of June 20th reflects the added date to make up for the missed Monday. The Tuesday/Thursday group will finish up the week prior on June 16th.*

Position Summary

The position of the 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 1-8 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.

Responsibilities

The Reading Rocks Volunteer-Tutors will develop and implement appropriate and effective individualized literacy programming to meet the unique literacy needs of each student, including the following tasks:

- Engaging, creative, and hands-on activities and games in the areas of literacy: phonics, sight words, fluency, reading/listening comprehension, spelling, grammar, sentence structure, and more to provide assistance to their assigned student struggling with literacy skills;
- A unique workstation (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 they develop phonological awareness and processing skills;
- Educates the child on how their unique learning needs affect how they understand and use information and how this ultimately affects their ability to learn as well as ways they can use their unique learning style 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 the child's caregivers on a regular basis to keep them informed of child's progress;
- Assists the Program Facilitator if need be.

Mandatory Activities

- Attend meetings as necessary
- Attend training sessions
- Must track progress and set goals with the program participant
- Must complete session reports and timesheets

Qualifications and Skills Required

Eligible candidates for the Reading Rocks Volunteer-Tutor position include individuals who are 16 years of age or older. Volunteers who are 18+ years of age must have passed a police vulnerable sector clearance (PVSC). Additional requirements and assets include:

- **Police Vulnerable Sectors Clearance** valid within two years (***mandatory if 18+**);
- Completed the **Accessibility of Ontarians with Disabilities Act (AODA) Training Module** – [Click here for link to access](#) (***required**);
- Previous experience working with individuals with learning disabilities and/or children (asset);
- A working device, microphone and camera with reliable Internet access;
- And previous experience with Microsoft Teams (asset).

Participants should demonstrate:

- Excellent verbal and written communication skills;
- The ability to work independently and as part of a team;
- Organizational skills, responsibility, patience and reliability;
- And the ability to meet deadlines within a specified timeframe.

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;
- Gaining proficiency in online tutoring and Microsoft Teams software;
- And increased knowledge of Learning Disabilities and AD(H)D.

Support Provided

Training for this position will be provided at the orientation session prior to programs commencing. In addition, the Program Coordinator is available on an ongoing basis to answer questions and provide assistance and support. The Site Facilitator will be on the premises (or available online for virtual sites) at all times during the tutoring sessions to assist the volunteer-tutors as needed. Volunteer-tutors will also have full access to our resources for supplies, tools, games, etc. that would be useful for tutoring sessions.

Application Procedure

Please complete a **Volunteer Intake Form** at

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

Any inquiries regarding this opportunity can be sent to **Emily Eichner, Program Coordinator** at eeichner@ldaniagara.org.

We thank all who apply; however, only those selected for an interview will be contacted. No phone calls please. For more information about LDANR, please refer to our website www.LDANiagara.org.

The 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.