



Idanr • Learning Disabilities Association of Niagara Region

Better Emotional and Social Times (B.E.S.T.) Job Posting – Program Instructor Winter 2023

Position(s): B.E.S.T. Program Instructor – (2) Positions available: **(1) Group Instructor, (1) One-on-One Instructor**

Reports to: Program Coordinator

Start date: Week of January 23rd, 2023 (Training)* February 1st, 2023 (Program Start)

End date: April 5th, 2023

Rate of Pay: \$17.00/hour

Locations: In-Person in St. Catharines (*site TBD*)

Length of Commitment: The B.E.S.T. Program Instructors will serve for **8 weeks** for the Fall 2022 program, with mandatory training taking place prior to program start.

St. Catharines Location

February 1st – April 5th

5:30 – 8:00 pm (program runs from 6:00-7:30 pm)

Wednesdays **

In-person in St. Catharines (exact location TBD)***

Time Commitment: 2.5 hours/week

** The start date of the week of January 23rd-27th, 2023 reflect a mandatory, paid orientation and training session to be held one of the listed weeks (3 hours in the evening) for our Reading Rocks volunteer-tutors and staff. Specific training dates and times during those weeks are TBA.*

***Program Facilitators must be available every Wednesday at the specified times.*

**** Please note that we plan to run the B.E.S.T. Program in-person during the Winter 2023 program season. There is always a possibility that the program may be offered online via Microsoft Teams in the event of closures caused by the COVID-19 pandemic.*

Position Summary

B.E.S.T. Social Skills and Self-Advocacy Program Instructors support the Learning Disabilities Association of Niagara Region (LDANR)'s self-advocacy and coping skills program for children with learning difficulties. The

B.E.S.T. self-advocacy and coping skills program is designed to help children understand their learning differences as well as ways to successfully cope with the secondary characteristics associated with learning differently. This program motivates and helps children learn how to advocate for themselves at school, with their friends and family as well as have fun learning new coping skills such as asking for help, talking with others, dealing with frustration/anxiety, and much more. It is also designed to help volunteers and program instructors gain knowledge and experience in working with children who experience self-advocacy and social skills challenges because of a learning disability. Therefore, this position is responsible for assisting in the coordination, safety, delivery, and supervision of the program.

Responsibilities

(1) The Group Instructor will:

- Support the Program Coordinator to implement and deliver the B.E.S.T. program;
- Implement interactive activities and lessons to target self-advocacy and social skills that align with weekly themes and support participants' understanding of their learning disability, strengths and needs;
- Ensure a smooth and timely transition between activities;
- Supervise and support the program volunteers;
- Ensure that each program volunteer provides a positive learning environment to invoke self-confidence and self-esteem as the children develop their self-advocacy;
- Provide regular constructive feedback on the program volunteers' progress;
- Track the volunteers' progress and abilities;
- Regulate program volunteers' and children's attendance (sign-in/out);
- Regulate pick-up and drop-off of children, ensuring only authorized adults pick-up the participants;
- Unlock building and/or classroom as well as lock up before and after each session, if required;
- Communicate to volunteers and parents about upcoming LDANR events;
- Be the liaison between the LDANR staff and parents and volunteers;
- Answer questions and concerns of parents/guardians;
- Provide observation notes and parent feedback to the Program Coordinator;
- Report to the Program Coordinator weekly;
- Other duties as required.

(2) The One-on-one Instructor will:

- Support the Program Coordinator to implement and deliver the B.E.S.T. program;
- Conduct pre- and post- assessments for each child registered in the B.E.S.T. program;
- Work with each child registered in the B.E.S.T. program for approximately 10 minutes each week on their area of greatest need;
- Provide one-on-one assistance to participants within the group, where needed;
- Conduct parent information sessions on the first and final nights of program to discuss relevant policies, program information, and LDANR announcements;
- Regulate pick-up and drop-off of children, ensuring only authorized adults pick-up the participants;
- Unlock building and/or classroom as well as lock up before and after each session, if required;
- Communicate to volunteers and parents about upcoming LDANR events;
- Be the liaison between the LDANR staff and parents and volunteers;
- Answer questions and concerns of parents/guardians;

- Provide observation notes and parent feedback to the Program Coordinator;
- Report to the Program Coordinator weekly;
- Other duties as required.

Mandatory Activities

- Attend meetings as necessary;
- Attend training session;
- Responsible for transportation to and from program locations;
- Must complete weekly feedback forms and submit them in a timely manner to the Program Coordinator;
- Must fill out the required Incident/Accident forms when necessary;
- Collect volunteer timesheets and return to the office in a timely manner upon completion of program.

Qualifications and Skills Required

Eligible candidates for the B.E.S.T. Program Instructor positions include individuals who have earned a post-secondary education or are currently earning a degree and have passed a criminal reference check with vulnerable sector clearance. Additional requirements and assets include:

- **Police Vulnerable Sectors Clearance** valid within two years (***mandatory**)
- **First Aid and CPR-C (required);**
- Completion of the **Accessibility of Ontarians with Disabilities Act (AODA) Training Module** – (*required upon commencement of position);
- Completion of the **Occupational Health and Safety Act (OHSA) Training Module** – (*required upon commencement of position);
- Previous experience working with individuals with learning disabilities and/or children;
- Previous experience managing groups of people;
- Bachelor of Education or related field is an asset, but not required;
- Background in Child and Youth Studies is an asset, but not required;
- Driver's license is an asset (**must have own reliable source of transportation for in-person programs**).

In the case that programs will need to move to a *virtual learning environment*, possessing certain additional skills would be considered an asset, including:

- A working reliable device, microphone and camera with reliable Internet access (***mandatory**);
- Previous experience with Microsoft Teams (asset);
- Previous virtual tutoring/teaching experience (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;
- 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;
- 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 as needed. The Program Instructors and volunteers will have full access to our resource library/center for resources, tools, games, etc. that would be useful for B.E.S.T. program sessions.

Application Procedure

[Click here to sign up for an LDANR Staff Opening](#)

As part of the application, you will be asked to submit a copy of your resume and cover letter in one document, and references. Please have these handy so that you can easily upload them into the application.

Any inquiries regarding this opportunity can be sent to **Emily Glencross, Program Coordinator**
eglencross@ldaniagara.org

Applications will be accepted until position is filled.

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.