



Idanr • Learning Disabilities Association of Niagara Region

The right to learn, the power to achieve

C.H.A.M.P.S After-School Supply Program Instructor **Position Description** **Spring 2023**

The LDANR is presently seeking candidates to fill the following positions: **Supply CHAMPS Program Instructor – Two (2) Positions available.**

Reports to: Program Coordinator

Start date: April 11th, 2023

End date: June 13th, 2023

Rate of Pay: \$18.90/hour

Locations: Grantham Community House - Mondays and Tuesdays (3:15pm-5:45pm)

Manchester Everybody's Place - Wednesday and Thursdays (3:15pm-5:45pm)

Rykert Community House - Mondays and Tuesdays (3:15pm-5:45pm)

Time Commitment: ***Depends on need for shift coverage***

Position Summary

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 7-12 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.

Responsibilities

The Program Instructor:

- Supporting the Program Coordinator to implement and deliver the CHAMPS Program;
- Supervising volunteers and participants through snack time, lead by RAFT;
- Offering homework support to students, as needed;
- Developing and delivering fun, disguised learning activities;
- Developing and delivering fun activities that may be less academic;

- Providing a positive learning environment to invoke self-motivation as the children develop academic and social skills;
- Providing regular constructive feedback on the participant's and volunteer's progress;
- Reporting to the Program Coordinator weekly with feedback and hours;
- Reporting purchased supplies on a monthly basis for reimbursement;
- 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 UW/LDANR staff and parents and volunteers.

Mandatory Activities

- Attend meetings as necessary;
- Attend training sessions;
- Responsible for transportation to and from program locations;
- Fill out weekly feedback forms and submit them to the Program Coordinator; • Fill out Incident/Accident forms when necessary; • Collect volunteer time sheets.

Qualifications and Skills Required

Eligible candidates for the CHAMPS Program Instructor position 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 (PVSC) within one year (required);**
- **First Aid and CPR-C (required);**
- Completion of the **Accessibility of Ontarians with Disabilities Act (AODA) Training Module** – (*required upon commencement of volunteer position);
- Completion of the **Occupational Health and Safety Act (OHSA) Training Module** – (*required upon commencement of volunteer position);
- Previous experience working with individuals with learning disabilities and/or children;
- Previous experience managing groups of people;
- Bachelor of Education or related field an asset, but not required;
- Driver's license is an asset (must have own transportation);

Participants should demonstrate:

- Excellent verbal and written communication skills;
- The ability to work independently and as part of a team;
- Organization and professionalism;
- Assertiveness, responsibility, 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 mandatory orientation session. In addition, the Program Coordinator is available on an ongoing basis to answer questions and provide assistance as needed. The Program Instructor will have full access to our resource library/center for resources, tools, games, and books that would be useful for program sessions. Please note the CHAMPS program is loosely formatted and the Instructor will be responsible for implementing the program effectively.

Application Instructions:

Please complete an employment application at the following link:

[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 **Taylor Lloyd, Program Coordinator** (tlloyd@LDANiagara.org)

Only those considered for an interview will be contacted. Thank you!

Individuals with a disability requiring accommodation during the application and/or the interview process should advise the above contact so arrangements can be made.

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