



# Idanr • Learning Disabilities Association of Niagara Region

## Reading Rocks Volunteer-Tutor Description Fall 2023

**Position Title:** Reading Rocks Volunteer-Tutor  
**Reports to:** Program Facilitator and Literacy Coordinator

ONLINE Sites	IN-PERSON Sites
<p><b>Program Dates:</b> October 16 – December 7 *</p> <p><b>Days of the Week:</b> Mondays &amp; Wednesdays ** <u>OR</u> Tuesdays &amp; Thursdays **</p> <p><b>Duration:</b> 8 weeks (16 sessions)</p> <p><b>Time:</b> 6:00 - 7:00 PM</p> <p><b>Location:</b> Online (Microsoft Teams)</p> <p><b>Training:</b> Online – Thursday October 5<sup>th</sup> 6:00 – 8:00 pm</p>	<p><b>Program Dates:</b> October 16 – December 7 *</p> <p><b>Days of the Week:</b> Mondays &amp; Wednesdays ** <u>OR</u> Tuesdays &amp; Thursdays **</p> <p><b>Duration:</b> 8 weeks (16 sessions)</p> <p><b>Time:</b> 6:00 - 7:00 PM</p> <p><b>Location:</b> Our Lady of the Holy Rosary Catholic Elementary School (formerly Monsignor Clancy)***</p> <p><b>Training:</b> In-Person - Our Lady of the Holy Rosary – Monday October 2<sup>nd</sup> 6:00 – 8:00 pm</p>
<p><b>IMPORTANT NOTES:</b></p> <p>* Tuesday/Thursday will only be 15 sessions, as program will not run on Halloween.</p> <p>** Tutors must be available for <u>both days</u> at the specified times and <b>must commit to attending ALL program dates.</b></p> <p>*** In-person program location is tentative and subject to possible change.</p> <p>**** In addition to mandatory program training, volunteers will be required to complete the following upon commencing their position: (1) Accessibility of Ontarians with Disabilities Act (AODA) Training Module; (2) Occupational Health and Safety Act (OHS) Training Module; (3) LDANR Orientation Module; (4) Statements of Understanding.</p>	

### 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:

- Work one-to-one with an assigned student who has an identified, suspected or diagnosed learning disability and who is behind in their literacy skill development;
- Develop and implement appropriate and effective individualized program lessons using direct and explicit instruction to meet the unique literacy needs of their assigned student in areas such as phonics, sight words, fluency, reading/listening comprehension, spelling, grammar, and sentence structure.
- Extend lessons with engaging, creative, and hands-on activities and games to provide opportunities for the student to practice and apply the skills learned in a fun learning environment;
- Emphasize the student's successes through graphing and showcasing mastered literacy concepts;
- Assist the student in setting literacy goals for themselves throughout the program to promote self-regulation;
- Administer an informal literacy assessment on the first day(s) of program (pre-assessment) as well as on the last day(s) of program (post-assessment);
- Provide a positive learning environment to invoke self-motivation for the student as they develop foundational literacy skills;
- Provide regular positive feedback to the student on their progress to instill self-motivation and self-confidence in their academic development;
- Prepare a report at the end of the program identifying the student's progress and next steps;
- Communicate with the student's caregiver(s) after each session to keep them informed of the student's academic and socio-emotional progress;
- Assist the Program Facilitator, where needed.

## Qualifications and Skills Required

Eligible candidates for the position include individuals who are 16 years of age or older prior to starting the volunteer position. Additional requirements and assets include:

- **Police Vulnerable Sectors Clearance** valid within the past year **(\*required if 18+)**;
- Access to a reliable device with a working microphone, web camera, and stable internet connection (\*required for online programs);
- Access to a reliable ride to and from program site (\*required for in-person programs);
- Previous experience working with individuals with learning disabilities and/or children (asset);
- Standard First Aid and CPR-C (asset).

Volunteers 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

Volunteers will develop skills such as:

- Increased knowledge of learning disabilities and various learning processes;
- Hands-on experience supporting students with varying needs;
- Practice important skills such as patience, communication, empathy, flexibility and adaptability;
- Experience assessing student achievement and progress;
- Experience planning lessons;
- Sense of community connectedness and self-fulfillment.

## Support Provided

Mandatory training will be provided prior to programs commencing. In addition, the Program Coordinator is available on an ongoing basis to answer questions and provide assistance and support. The Program Facilitator will be on-shift 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

Interested applicants can complete a **Volunteer Intake Form** at <https://app.betterimpact.com/Application?OrganizationGuid=759424c9-2a5c-40e8-82e5-bef206068c3a&ApplicationFormNumber=1>

Any inquiries regarding this opportunity can be sent to **Emily Morrison, Program Coordinator** at [emorrison@LDANiagara.org](mailto:emorrison@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](http://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.*