



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 2024

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

Reports to: Program Coordinator

Start date: April 8th, 2024

End date: June 28th, 2024

Rate of Pay: \$19.80/hour

Locations: The program is conducted at various United Way Community Houses in St. Catharines (Grantham, Rykert, or Manchester)

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

Specific Program Locations:

Rykert Location - Community House (59 Rykert St., St. Catharines)
Mondays and Tuesdays, 3:15-5:45 pm

Manchester Location - Everybody's Place (45 Manchester Ave, St. Catharines)
Wednesdays & Thursdays, 3:15-5:45 pm

Grantham Location - Community House (10 Old Pine Trail, St. Catharines)
Mondays and Tuesdays, 3:15-5:45 pm

Position Summary

CHAMPS is an after-school program that the Learning Disabilities Association of Niagara Region (LDANR) runs in partnership with United Way Niagara and The RAFT. The CHAMPS program is specifically offered as an instructional component to United Way Niagara's After-School Matters program, and intends to provide homework assistance and an extra learning experience for the participants. The CHAMPS Program Instructor prepares and implements activities to teach the children a new skill, assisting them with their educational learning and/or supporting them through practicing life skills. These new learning activities or targeted skills fall under the following themes: fine motor, gross motor, literacy, social skills, mindfulness, emotional regulation, recreation, social regulation, math, science, collaboration, self-advocacy and/or

copying skills. Activities that have been used include: crafts, board games, teamwork/collaborative activities, recreational activities, card games, science experiments, etc. The CHAMPS Program Instructor is responsible for assisting in the coordination, safety, delivery, and supervision of a UW After-School CHAMPS Program.

Responsibilities

- The CHAMPS Program Instructor is responsible for:
- Supervising students through snack time, led by RAFT staff;
- Offering homework support to students, as needed;
- Planning one loosely educational activity per day;
- Providing a positive learning environment to invoke self-motivation as the students develop academic and social skills;
- Reporting to the Program Coordinator weekly with feedback and hours;
- Reporting purchased supplies on a monthly basis for reimbursement.

Mandatory Activities

- In addition, the CHAMPS Program Instructor will be responsible for:
- Attending meetings as necessary;
- Attending/completing training sessions;
- Transportation to and from program locations;
- Completing and submitting weekly feedback forms
- Completing and submitting Incident/Accident forms when necessary.

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 Procedure

[Click Here to Submit a Program Staff Application](#)

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