



# Idanr • Learning Disabilities Association of Niagara Region

## SOAR Secondary Job Posting – Program Facilitators Spring 2024

| Position Details                  |   |
|-----------------------------------|---|
| Job Title(s)                      | SOAR Program Facilitator – (2) Positions available:<br><b>(1) In-Person Instructor, (1) Virtual Instructor</b>  |
| Reports to                        | Program Coordinator   |
| Rate of Pay                       | \$17.00/hour  |
| Time Commitment                   | 4 hours per week for 4 weeks (in addition to training hours)  |
| Location                          | Thorold (exact location TBD)***/ Virtual – Microsoft Teams  |
| Work Schedule                     | May 14 <sup>th</sup> – June 6 <sup>th</sup> , 2024 (6 weeks)<br>Tuesdays and Thursdays** from 5:30 – 7:30 pm (2 hours)<br><br><i>Note: Program runs from 6:00 – 7:00 pm</i> |
| Mandatory Training Information*** |   |
| Location                          | Thorold (exact location TBD)***/ Virtual – Microsoft Teams  |
| Date                              | Tuesday, May 7 <sup>th</sup> , 2024 (In – Person) Thursday, May 9 <sup>th</sup> (Virtual)   |
| Time                              | 6:00 – 8:00 pm  |

\* The location is tentative and subject to change. Any location changes will be communicated in advance.

\*\* Program Instructors must be available every Tuesday and Thursday at the specified times.

\*\*\* Program training is required for new and returning program staff and volunteers.

### Position Summary

SOAR Secondary Program Facilitators will support the Learning Disabilities Association of Niagara Region (LDANR)'s SOAR Secondary program. SOAR Secondary is a small-group, self-advocacy and transition program for students in Grades 7 and 8 with a diagnosed, identified, or suspected learning disability. The program aims to ease the transition to secondary school by equipping students with the necessary skills to navigate their new school environment and advocate for their learning needs, thus fostering strong socio-emotional skills to set them up for success. Throughout the program, participants work on identifying their individual strengths and areas of improvement, communicating their needs, and developing strategies to prepare for a positive transition to secondary.

Program Facilitators will assist in the implementation, delivery, and supervision of the SOAR Secondary program.

### **Responsibilities**

- Support the Program Coordinator to implement and deliver the SOAR Secondary program;
- Act as a liaison between caregivers and the Program Coordinator;
- Communicate any LDANR updates to participants and caregivers;
- Answer caregiver questions and concerns;
- Provide observation notes and caregiver feedback to the Program Coordinator;
- Report to the Program Coordinator weekly;
- Other duties as required.

### **Program Facilitators will:**

- Implement interactive activities and lessons to target skills and goals which align with weekly program themes;
- Ensure a smooth and timely transition between activities;
- Regulate and track program participant attendance;
- Assist with pre- and post-assessments for each participant registered in the SOAR Secondary.

### **Mandatory Activities**

- Attend the training session;
- Attend meetings as necessary;
- Be available during the allotted time for the program;
- Complete weekly feedback forms and submit them in a timely manner to the Program Coordinator.

### **Qualifications and Skills Required**

Eligible candidates for the SOAR Secondary Program Facilitator position includes individuals who have earned a post-secondary education or are currently earning a degree.

Additional requirements and assets include:

- **Police Vulnerable Sector 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 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.

In addition to those listed above, with the program's online learning environment, additional skills are required:

- A working 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

Program Facilitators will develop the following skills:

- Understanding the functions of and roles within the LDANR;
- Identifying and utilizing community resources;
- Gaining understanding of the issues and needs of clients;
- Increased knowledge of Learning Disabilities.

## 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. Program Facilitators will have full access to our resource library/center for resources, tools, games, etc. that would be useful for SOAR Secondary program sessions.

## Application Procedure

Please complete an employment application at the following link:

**[Click here to apply 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, as well as 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](mailto:tlloyd@LDANiagara.org)

Applications will be accepted until the 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](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.*