

Reading Rocks *Volunteer Literacy Tutor* Position Description

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.” – Margaret Mead

- Purpose:** The position of *Reading Rocks Volunteer Tutor* supports the Learning Disabilities Association of Halton's literacy program for children and youth with learning difficulties. This one-to-one literacy program is designed to motivate and help children ages 6-12yrs gain confidence and academic success in reading. It is also designed to help volunteers develop their 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, based on the program areas of: phonics, sight words, and fluency.
- Job Title:** *Reading Rocks Volunteer Literacy Tutor*
- Responsibilities:** The Reading Rocks Volunteer Literacy Tutor:
- Will develop and implement an appropriate and effective individualized literacy program to meet the child's individual literacy needs, based on the structure of the program
 - Develops and implements engaging, creative and hands-on literacy activities and games in the areas of: phonics, sight words, fluency, as well as spelling, grammar, sentence structure, and more to provide assistance for the assigned child struggling with literacy skills;
 - Develops a unique and creative work station poster board based on the interests of the child where the child's successes are emphasized by graphing their success in the three central program areas (phonics, sight words, fluency) after every night of the program
 - Conducts informal literacy assessment on the first day of program (pre-assessment) as well as on the last day of program (post-assessment);
 - Provides a positive learning environment to invoke self-motivation for the child as he/she develops phonological awareness and processing skills;
 - Educates the child on how their unique learning requirements affect how they understand and use information and how this ultimately affects their ability to learn and ways they can use their unique learning as a strength;
 - Provides regular positive feedback on the student's progress to instill self-motivation and self-confidence in their academic development;
 - Fills out session reports after the tutoring sessions to track the children's progress;
 - Assists the program facilitator if needed.
- Locations:** The Reading Rocks program will be implemented in: **Burlington , Oakville and Milton** (specific locations subject to change based on availability)
- Length of Appointment:** The Reading Rocks volunteer tutor must work for the full 8-week program. Program takes place **twice a week, for 1 hour long sessions, for 8 weeks (16 nights in total)**. Additional opportunities will be available with the continuation of the program.

Time Commitment: The Reading Rocks volunteer tutor position requires three hours a week (2 hours of programming and 1 hour of prep), with a minimum commitment of **2 hours per week for programming**, for each week that the program is in session. The volunteer tutor may be required to dedicate an additional hour outside of each tutoring session to prepare the literacy activities and workstation. In addition, each volunteer tutor must attend orientation/training prior to first day of program.

Program takes place from 6:00 - 7:00, or 6:30 - 7:30 (depending on location)

Mandatory Activities: All volunteers must:

- Attend all training sessions and meetings as necessary;
- Where applicable, will be responsible for transporting the child's work station board to and from the program
- Responsible for transportation to and from program locations;
- Must fill out time sheets.

Qualifications: Eligible candidates for the Reading Rocks Volunteer Literacy Tutor position include individuals **over 17 years of age** or post-secondary students that have **passed a vulnerable sectors check**. Preference to students currently enrolled in child or teaching affiliated post-secondary studies.

- First Aid/CPR is an asset
- Previous experience working with children and/or youth is an asset, but not required
- Previous experience working with individuals with learning disabilities is an asset, but not required

Skills: Eligible candidates should demonstrate:

- Excellent verbal and written communication skills
- Able to work independently and as part of a team
- Must be reliable, creative, organized, and self-motivated
- Able to meet deadlines within a specified timeframe
- Must be patient and compassionate
- Assertiveness, responsible work ethic, and reliability

Benefits: Will develop skills related to:

- Teaching
- Individualized literacy program development
- Working with children
- Creativity
- Interpersonal communication
- Gaining an understanding of the special needs of a vulnerable reader
- Increased knowledge of Learning Disabilities and/or AD(H)D
- Gaining valuable work related experience while making a difference in a child's life

Support Provided: Mandatory training for this position will be provided in advance of the start of the program. In addition, the program facilitator will be on the premises at all times to assist the volunteer tutor as needed. Volunteer tutors will have full access to resources, tools, games, books, and other materials that would be useful for tutoring sessions.

Reports to: Program Facilitator, Program Coordinator

Interested applicants are invited to complete a Reading Rocks Volunteer Literacy Tutor Application Form (found on website: www.Ldahalton.ca under Reading Rocks page or Volunteer Page)

Questions? Contact Krystal Clements, Program Coordinator: readingrocks@Ldahalton.ca