



# Idah • Learning Disabilities Association of Halton

*The right to learn, the power to achieve*

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## Reading Rocks Volunteer Literacy Tutor - Position Description

- Purpose:** This position supports the Learning Disabilities Association of Halton's literacy program for children and youth with reading difficulties. This literacy program is designed to motivate and help children between the ages of 6-12 years 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 implementing an appropriate and effective individualized literacy program to meet each child's individual literacy needs, based on the program areas of: phonics, sight words, and fluency.
- Job Title:** Volunteer Literacy Tutor, Reading Rocks Program
- Responsibilities:**
- Implement an effective individualized literacy program to meet the literacy needs of 2 children in their group, utilizing an existing framework
  - Implement 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 to each assigned child struggling with literacy skills
  - Develop a unique and creative workstation 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
  - Conduct informal literacy assessment on the first day of program (pre-assessment) as well as on the last day of program (post-assessment)
  - Provide a positive learning environment to invoke self-motivation for both children as he/she develops phonological awareness and processing skills
  - Provide regular positive feedback on the student's progress to instill self-motivation and self-confidence in their academic development
  - Fill out session reports after the tutoring sessions to track the children's progress
  - Communicate with the children's parents
  - Attend required training sessions as necessary
  - Where applicable, transports both children's work station boards to and from the program
  - Responsible for own transportation to and from program location
  - Complete time sheets
  - Assists the program facilitator if needed
- Locations:** The Reading Rocks program will be offered in Burlington, Oakville and Milton and Hamilton. Specific locations subject to change based on availability.
- Length of Appointment:** The Volunteer Literacy 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 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)***

**Qualifications:** Eligible candidates for the Volunteer Literacy Tutor position include individuals **over 17 years of age** that have a **vulnerable sector clearance (police 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

**\*REFERENCE LETTERS AND CONFIRMATION OF COMMUNITY INVOLVEMENT HOURS PROVIDED\* Great Resume Booster!**

**Support Provided:** Mandatory training for this position will be provided in advance of the start of the program. In addition, a 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, and the Program Coordinator

**To Apply: Complete the [Reading Rocks Volunteer Literacy Tutor Application Form](#)**  
(found on website: [www.Ldahalton.ca](http://www.Ldahalton.ca) under Reading Rocks Page or Volunteer Page)  
Questions? Contact the Program Coordinator: [readingrocks@Ldahalton.ca](mailto:readingrocks@Ldahalton.ca)