



Idahh • Learning Disabilities Association of Halton-Hamilton

The right to learn, the power to achieve

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Reading Rocks Program Facilitator 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 Program Facilitator* supports the Learning Disabilities Association of Halton-Hamilton's (LDAHH) literacy program for children and youth ages 6-12 with learning difficulties. This literacy program is designed to motivate and help children gain confidence and academic success in reading and writing; the child to tutor ratio is 1:2 (one tutor is partnered with a pair of students). The Program is also designed to help facilitators and volunteers gain knowledge and experience in working with children and youth who experience difficulties learning essential literacy skills. Therefore, this position is responsible for assisting in the coordination, safety, delivery, and supervision of a Reading Rocks program site.
- Job Title:** Reading Rocks Program Facilitator
- Location:** The Reading Rocks Program is conducted in Oakville, Milton, Burlington and Hamilton
- Key Responsibilities:** The Reading Rocks program facilitator:
- Supports the Program Coordinator to implement and deliver the Reading Rocks Literacy Program
 - Upholds the Mission of LDAHH and its programs and services while conducting oneself in a professional manner as a representative of the Association
 - Manages all site-specific communications including notices to parents / guardians regarding changes in scheduling or cancellation of sessions
 - Manages the volunteer tutors who are working with the assigned pair of children; steps in to support volunteer tutors if and when any behavioural or safety issues arise
 - Supervises, assists, and supports the volunteer tutors to develop and implement an appropriate and effective individualized literacy program to meet the child's individual literacy needs
 - Conducts Volunteer Performance Evaluations on each volunteer tutor's performance throughout the 8 weeks
 - Ensures each volunteer tutor develops a unique workstation where the children's successes are emphasized
 - Ensures each volunteer tutor provides a positive learning environment to invoke self-motivation as the children develop phonological awareness and processing skills
 - Provides regular constructive feedback on the volunteer tutor's progress

- Collects the volunteer tutors' session reports and pre/post literacy assessments and submits them to the Program Coordinator
- Reports to the Program Coordinator weekly
- Regulates pick-up and drop-off of the children, ensuring only authorized adults pick-up/drop-off the children participants
- Unlocks and locks up before and after each session
- Communicates to volunteer tutors and parents about upcoming events at the LDAHH;
- Answers questions and concerns of parents/guardians
- Regulates volunteer tutors' attendance (sign-in/out) and children's attendance (sign-in/out)
- Is the liaison between the LDAHH staff and parents and volunteers
- Supervises volunteer tutors and children
- Tracks the volunteer tutors' progress and abilities

Reports to: Program Coordinator

Length of Appointment: The Reading Rocks program facilitator will serve for 8-weeks per program session. The program facilitator is eligible to continue for other sessions with approval from the Program Coordinator.

Time Commitment: The Reading Rocks program facilitator position requires a minimum of three hours per week, for each week that the program is in session. In addition, each program facilitator must attend orientation/training during the week prior to program beginning. **The program will be held in the evenings between the hours of 6:30 - 7:30 (depending on site) or during the daytime (Hamilton locations ONLY). The program facilitator will be expected to arrive half an hour prior to the start of the program and remain up to half an hour after the program ends.**

Qualifications: Eligible candidates for the Reading Rocks Program Facilitator position include individuals who have earned a post-secondary degree or are currently earning a degree and have **passed a vulnerable sectors check.**

- First Aid/CPR
- Previous experience working with individuals with learning disabilities and/or children
- Bachelor of Education an asset, but not required
- Drivers license is an asset (must have own transportation)
- Previous experience in Reading Rocks program is an asset, but not required

Skills: Eligible candidates should demonstrate:

- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- Organized and professional
- Assertive, responsible and reliable
- Ability to meet deadlines within a specified timeframe
- Has previous experience managing groups of people (i.e. volunteers)

Benefits:

- Contributing to the mission and values of LDAHH
- Developing a valuable relationship with the LDAH and the Halton community
- Enhanced communication, leadership and volunteer management skills
- Increased knowledge and understanding of the needs of children with Learning Disabilities and/or ADHD
- Reference letters provided if requested
- A discretionary honorarium will be provided at the conclusion of each session

Support Provided: Training for this position will be provided at the orientation/training session. This training is mandatory. In addition, the Program Coordinator is available on an ongoing basis to answer questions and provide assistance and guidance as needed. The Program Facilitator will have full access to our resource center for resources, tools, and games, books that would be useful for tutoring sessions.