



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 in a 1:1 child to tutor ratio (one tutor is partnered with one student). 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. This position is responsible for assisting in the coordination, safety, delivery, and supervision of a Reading Rocks program.
- Job Title:** Reading Rocks Program Facilitator
- Location:** The Reading Rocks Program is conducted online via Microsoft Teams
- 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
 - Creates a private channel in MS Teams for their volunteer tutor/child pairs and manages the channel by ensuring that all volunteers, families and LDAHh staff who need access have access
 - Administers the pre-assessment during the first week of program and the post-assessment during the last week of program to the **5 children assigned to them**
 - Shares assessment results with volunteer tutors, and 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
 - Supervises volunteer tutors and children during online sessions by popping into each meeting at least once during each session
 - Manages all communications to families and volunteers via email, including weekly check-ins, notices to parents / guardians regarding changes in scheduling or cancellation of sessions

- Manages the volunteer tutors who are working with the assigned child; steps in to support volunteer tutors if and when they are needed (e.g., behavioural, safety or technology issues arise)
- Conduct one Volunteer Performance Evaluation on each volunteer tutor's performance throughout the 8 weeks
- Ensures each volunteer tutor develops a unique channel where each child's successes are emphasized
- Ensures each volunteer tutor provides a positive learning environment to invoke self-motivation as the child develops phonological awareness and processing skills
- Provides regular constructive feedback on the volunteer tutor's progress ***This may occur outside of regularly scheduled program hours (e.g., 15-30 mins before or after a session as appropriate).**
- Collects the volunteer tutors' session reports and the pre/post literacy assessments and submits them to the Program Coordinator
- Reports to the Program Coordinator weekly
- 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
- Is available to support volunteers on Microsoft Teams at all times while the program is running (e.g., 6:30-7:30 PM M/W or Tu/Th)
- Tracks the volunteer tutors' progress and abilities

Reports to: Program Coordinator

Length of Appointment: The Reading Rocks program facilitator will serve for the duration of at least one program session (e.g., Sept-Dec, Jan-April, April-June). 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 **four hours per week**, for each week that the program is in session. In addition, each program facilitator must attend a 2-hour orientation/training prior to program beginning. **The program will be held online via Microsoft Teams in the evenings between the hours of 6:30 - 7:30 pm.. 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 in order to support volunteer tutors.**

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
- Previous experience working with individuals with learning disabilities and/or children
- Previous experience facilitating online programs
- Previous experience with Microsoft Excel and Microsoft Teams an asset, but not required.
- Bachelor of Education an asset, but not required
- 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
 - Ability to problem solve and be adaptable
 - Organized and professional
 - Assertive, responsible and reliable
 - Ability to meet deadlines within a specified timeframe
 - Has previous experience managing groups of people (e.g., volunteers)
- Benefits:**
- Contributing to the mission and values of LDAHH
 - Developing a valuable relationship with the LDAHH 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 resources, tools, and games that would be useful for tutoring sessions.