



March Break Boost! Program Facilitator Position Description

- Purpose:** The position of March Break Boost! Program Facilitator supports the Learning Disabilities Association of Niagara Region's March Break program for children and youth (ages 6 -12) with learning difficulties and/or AD(H)D. This program is designed to motivate and help children gain confidence and academic success in reading, numeracy & writing as well as make social skills gains. Children spend half the day on engaging, hands-on literacy, numeracy and social skills activities and the remaining half on recreational activities, sports and crafts. It is also designed to help volunteers gain knowledge and experience in working with children who experience difficulties learning essential academic and social skills. Therefore this position is responsible for assisting in the coordination, safety, delivery, evaluation and supervision of the March Break Boost Program.
- Job Title:** March Break Boost Program Facilitator
- Location:** The March Break Boost Program is conducted in the Silver Spire Church in St. Catharines and the Safety Village in Welland during March Break 2012 (March 12 – 16, 2012).
- Key Responsibilities:** The March Break Boost Program Facilitator:
- Supports the Program Coordinator to design, implement, and deliver the March Break Boost Program;
 - Manages (supervises, assists, & supports) the volunteers who are assigned to assist the March Break Boost program;
 - Ensures each volunteer provides a positive learning environment to invoke self-motivation as the children develop new skills;
 - Provide regular constructive feedback to the children about their progress and achievements;
 - Teaches participants explicit social skills strategies using various resources that will provide them with positive self-esteem and self-confidence, which in turn will enable the participants to make and keep friends;
 - Teaches participants explicit literacy, numeracy, and writing strategies using various resources to help participants make progress;
 - Communicates regularly with participants and parents to monitor progress;
 - Agrees not to disclose information pertaining to the employer and/or participants which may be of a proprietary or confidential nature or which may be damaging to the Association;
 - Collects the volunteer's time sheets and submits them to the Program Coordinator;
 - Regulates pick-up and drop-off of the children, ensuring only authorized adults pick-up the children participants;
 - Unlocks and locks up before and after each session;
 - Communicate to volunteers and parents about upcoming events;
 - Answers questions and concerns of parents/guardians;
 - Regulates volunteer attendance (sign-in/out) and children's attendance (sign-in/out);
 - Is the liaison between the LDANR staff and parents & volunteers;
 - Tracks the volunteer progress and abilities for future reference purposes;
- Reports to:** Program Coordinator
- Length of Appointment:** Is available Monday to Friday from 8:30am-4:30pm. The facilitator will serve the week of March 12 – 16, 2012, in addition to the planning stages prior to the beginning of programming as well as training.
- Time Commitment:** The March Break Boost! Program Facilitator position will serve for 1 week of programming and requires a minimum of 40 hours per week, working from 8:30 until 4:30 from Monday to Friday of March Break. In addition, each facilitator must attend the planning stages and orientation/training prior to program beginning. The program is during the week of March 12 – 16, 2012.

Mandatory Activities: Mandatory Activities:

- Attending coordination/planning meetings as necessary,
- Attending training sessions at the LDANR office.
- Responsible for transportation to and from program locations.
- Must fill out time sheets.
- Reporting to Program Coordinator
- Filling out Incident/Accident forms when necessary
- Taking initiative when assisting staff and interacting with participants

Qualifications:

Eligible candidates for the March Break Boost Program Facilitator Position include individuals who have earned a post-secondary degree or are currently in 4th year of post-secondary education and/or higher (i.e. graduate students).

- Must have passed a criminal check
- First Aid/CPR is an asset
- Previous experience working with individuals with learning disabilities is an asset
- Drivers license is an asset
- Works well with children and youth
- Is assertive, responsible, and reliable
- Has previous experience managing groups of people

Skills:

Participants should demonstrate:

- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- Must be **reliable**, organized, assertive, and professional.
- Ability to meet deadlines within a specified timeframe
- Must be patient.

Benefits:

Will develop skills related to the association

- Understanding the functions and roles of LDANR
- Identifying and utilizing community resources
- Gaining understanding of the issues and needs of the client
- Increased knowledge of Learning Disabilities and AD(H)D

Support Provided:

Training for this position will be provided prior to March Break and throughout the planning stages. In addition, the Program Coordinator is available on an ongoing basis to answer questions and provide assistance as needed. The program facilitator will have full access to our resource library/center for resources, tools, and games, books that would be useful for the program.

All applicants are thanked for their interest. Those selected for an interview will be contacted.

Please send a cover letter (indicating the location of interest) and resume by

Noon on Monday, February 27th, 2012 to:

Sarah Farrell

Program Coordinator

Learning Disabilities Association of Niagara Region

366 St. Paul Street, St. Catharines, ON L2R 3N2

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