



## **Reading Rocks Online Tutor Job Description 2020**

**Purpose:** This position supports the Learning Disabilities Association of Wellington County's literacy intervention 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 teaching vulnerable readers essential literacy skills. Therefore, this position is responsible for working on-on-one with a child via Microsoft Teams twice per week for 8 weeks, developing and implementing appropriate activities and games that build their skills in phonics/ phonemic awareness, sight word vocabulary, and fluency according to the needs of the child. **Training will be provided and is mandatory for new volunteers.**

### **Responsibilities:**

- Conduct an informal literacy assessment on the first day of program (pre-assessment) as well as on the last day of program (post-assessment) to determine the child's area of need and to measure the gains that they make in the program. Assessment will be provided. -Implement engaging, interactive literacy activities and games that teach phonics, sight words, fluency that are matched to the needs of the child as determined by the pre-assessment.
- Work with child to set realistic, attainable goals for each instructional component area (phonics, sight words, fluency) to instill self-regulation.
- Contribute towards the development of a personal channel within the microsoft Teams platform for communication with the child and parent(s) throughout the program, based on the child's interests and progress throughout the program
- Emphasize the child's successes and help them to graph their achievements in phonics, sight words, fluency after every online session
- Provide a positive virtual environment, providing regular positive feedback on the student's progress to instill self-motivation and confidence towards reading and learning.
- Complete reports after each tutoring session to track the children's progress, goals, and needs that can be shared with parents
- Communicate with the children's parents on their progress and suggest strategies that can be implemented at home to reinforce the targeted skills and program goals.
- Complete timesheets
- Assist the program facilitator if needed

**The Reading Rocks program will be offered online. Volunteers must have reliable and secure high-speed internet access, a laptop, a microphone, speakers and a webcam. Headphones are recommended.**

**Length of Appointment:** Orientation and training take place the week before the program starts. You will then be working with your student for 8-weeks, 16 nights in total. Each session is 8-weeks\* in duration, and runs twice per week for one hour per night (M/W and Tu/Th).

\*Breaks will be taken for Reading Weeks, Christmas, March Break and Statutory Holidays.



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## **Time Commitment:**

-6:30 - 7:30 pm for program time, plus 1 additional hour for activity preparation outside of program hours.

-Mandatory Training session (approximately 2 hours) which takes place 1 week prior to program start. Scheduled on either a Saturday afternoon or weekday evening.

**Qualifications:** Eligible candidates for the Volunteer Literacy Tutor position include individuals 15 years of age or older. Preference to those with a background in, or who are currently enrolled in post-secondary studies relating to child and youth development, education, or related area. Candidates should also have access to a quiet workspace. Previous experience working with children and/or youth in an online setting is an asset, but not required. Previous experience working with individuals with learning disabilities is an asset, but not required. Previous experience with Microsoft Excel and Microsoft Teams an asset, but not required.

## **Skills/Qualities:**

*Eligible candidates should demonstrate:* · Excellent verbal and written communication skills · Patient, compassionate, and respectful · Trustworthy, responsible, reliable, and punctual · Enthusiasm and positivity · Ability to problem solve and be adaptable · Able to work independently and as part of a team

*Will develop and enhance skills related to:* · Teaching online · Individualized literacy program development · Working with children/youth · 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 ON REQUEST\*

*Support Provided:* Mandatory training for this position will be provided before the first week of each session. In addition, Program Facilitators will be available within Microsoft Teams at all times to assist the volunteer tutor as needed. Volunteer tutors will have full access to resources, tools, games, and other materials that would be useful for tutoring sessions.

*Reports to:* Program Facilitator and designated LDAWC staff

*To Apply:* Complete the Reading Rocks Volunteer Application Form \*Please do not apply unless you are able to commit to the full program schedule. Once you are paired with a child, you will remain with that child throughout the program. If volunteers drop out at the last minute, or while the program is in session, it has a direct impact on the child and their family.