

## **LDAWE Volunteer Job Description**

**Position:** Child/Youth Program Assistant

**Position Description:** To assist the program Facilitator or Lead Facilitator in implementing program activities for children or youth with learning disabilities or ADHD.

### **Responsibilities:**

- Assist program Facilitator or Lead Facilitator as needed
- Promote an atmosphere of success and encourage participants to achieve their personal best
- Modify activities to meet individual needs
- Be a role model of appropriate social behaviour
- Promote the idea that learning can be fun

### **Time Commitment (each program varies):**

- Most programs are offered for 2 hours per week
- Most programs are 7-8 weeks in length and are offered 2-3 times per year

### **Skill Requirements:**

- Knowledge of training individuals with learning disabilities or ADHD
- Strong organizational skills
- Patience and empathy
- Strong creativity and problem solving skills
- Strong communication skills

### **Orientation / Training Provided:**

- Orientation to the Learning Disabilities Association of Windsor - Essex County
- Accessible Customer Service Training (AODA)
- Health & Safety, Workplace Violence, Workplace Harassment, etc...
- Specific Program training, if required

### **Benefits:**

- Gaining work-related experience or clarifying employment interests
- Promoting a sense of belonging and general wellbeing
- Sharing skills, talents, and knowledge with others
- Increasing contacts and personal networks
- Receiving recognition during or around National Volunteer Week
- Receiving a letter of recommendation or reference, upon request

### **Supervision:**

- Reports to Program Facilitator or Lead Facilitator during program times
- Reports to Resource Manager at all other times

### **Screening Measures Required:**

- Completion of Volunteer Application Form
- Interview
- Police Record Check
- Reference Check (if determined necessary by the Resource Manager or Executive Director)

*For more details or to apply to become a volunteer go to <http://www.ldawe.ca/volunteer.php>.*