



Idahh • Learning Disabilities Association of Halton-Hamilton

The right to learn, the power to achieve

560 Guelph Line, Burlington, ON L7R 3M4

31 King Street East Hamilton, ON L8N 1A1

Phone: 905-333-1977 Email: info@ldahh.ca Website: www.Ldahh.ca

Homework Help Program Facilitator – Role Description

Summary of Role: The Program Facilitator (Homework Help), under the direction of the Program Manager and/or Executive Director, will primarily be responsible for the development, implementation, instruction, and evaluation of a new program designed for students with learning disabilities and/or ADHD. The aim of the program is to assist students with their school homework during the COVID-19 pandemic. This position will also undertake the development of back-up content in case students do not have homework to complete in each session and will also supervise volunteer tutors working directly with the students. **There are three (3) positions available.** One remote position, as well as one position based out of each of our offices in Burlington and Hamilton.

Responsibilities:

- Undertake the development of additional content to supplement homework activities that the student will bring to each session.
- Administration, screening and management of program volunteers, including placement, training, orientation and appreciation in collaboration with the Volunteer Coordinator
- Setting up all Microsoft channels and teams for the operation of the online program.
- Supervise tutoring sessions and offer support when needed.
- Foster a safe, welcoming and respectful environment that encourages community building, inclusion and friendship
- Act as a positive role model
- Complete administrative duties for the program as required, including but not limited to preparing materials for program delivery and developing, distributing and analyzing evaluation forms in collaboration with our Research Assistant
- Review the program success towards pre-determined goals

Reports to: Program Manager and/or Executive Director

Length of Employment: The Program Facilitator (Homework Help) will serve for the duration of at least one program session (18th of October to May 20th). The tutor is eligible to continue for other sessions with approval from the Executive Director and subject to need.

Time Commitment: The Program Facilitator position requires a minimum of 6 hours per week, for each week that the program is in session [e.g., 4 hours of program time (one hour per day, Monday through Thursday) + 30mins of pre- and post-session guidance each session]. In addition, the tutor will be paid for 20 hours of program development time prior to the start of the first session. The program will be held online via Microsoft Teams in the evenings between the hours

of 6:30 – 7:30 pm. The facilitator will be expected to be online at least 15 minutes before each session begins and 15 minutes after each session ends.

Compensation: The Homework Help Program Facilitator will be paid a rate of \$30/hour.

Expectations:

- Conducting oneself in a professional manner as a representative of the LDAHH
- Ensuring punctuality to the in-person or online program “site”.
- Prompt communication via email and/or phone for program related matters.