



Idays • Learning Disabilities Association of York-Simcoe

The right to learn, the power to achieve

About Learning Disabilities Association of York Simcoe:

The Learning Disabilities Association of York Simcoe (LDAYS) is a charitable non-profit organization which was established in 1976. We provide leadership in Learning Disabilities advocacy, research, education and services, and strive to advance the full participation of children, youth and adults with Learning Disabilities (LD) in society. At LDAYS our vision is to assist individuals with Learning Disabilities achieve their full potential. In doing so, we must consider three central branches of our association-our products and services, image and brand and funding. Collectively, with the help of our community, members and funders we can achieve this vision. We promote positive change through: Innovation, Collaborative Partnerships, Credible Advocacy, Informed Public Policy, and Quality Products and Services.

Key Responsibilities

- Responsible for the development, implementation of children and youth programs, including tutoring programs
- Management of tutor data base including hiring and matching.
- Supervises reaching program targets and service expectations, regularly monitors programs evaluations and provides statistical analysis and reports on programs, services, and regular operational activities.
- Creates a recruitment plan for the tutor volunteers and general volunteers of LDAYS and increases program enrollment
- Schedule programs dates, oversee daily operations, coordinate the activities of the program and set priorities to manage the programs
- Act as liaison with community partners within York Region
- Mentoring student placements throughout the school year
- Assist with program planning and execution of all secondary school programs and initiatives including, Program events
- Supports with development the resources and training
- Assists with survey development and gathering program feedback

- Supports student recruitment initiatives for Secondary School programs including outreach communication, coordination and delivering presentations for the programs
- Creates tracking for student attendance and reconciles with registration
- Creates Program Location Profiles and tracks data
- Corresponds with teachers and community partners on program event details
- Seeking new opportunities for and managing the organizations community outreach activities
- Prepare an implementation action plan aimed at increasing the level of public awareness of the programs
- Works with Project Manager to coordinate logistics
- Other duties as assigned

Skills

- Excellent organizational and time management skills
- Ability to multi-task and prioritize jobs
- Ability to communicate effectively
- Excellent customer service and interpersonal skills
- An interest in working both independently and as part of a team in an office setting
- Ability to always maintain confidentiality
- Excellent understanding, keyboarding, and computer skills including Microsoft Teams and Google drives
- Attention to detail
- Willingness to learn
- Creative, organized hardworking, self-motivated, results-oriented

Education and Experience

- Post-secondary education is required, on SSW, Child and youth, Education or relevant field of study
- Experience working with educators and students

- Proven working experience in planning or coordinating programs in a non-for-profit setting 2-years minimum
- Experience and understanding of working effectively in a diverse environment
- Sound judgement and decision-making skills with the ability to effectively administer/reinforce policies as appropriate
- Prior experience with technologies used for Learning and Outreach including, but not limited to, digital audio/video editing, web-based applications, Zoom, Skype, etc.

Other

- Access to vehicle with a insurance liability of \$1,000,000.000
- Criminal record and vulnerable sector check
- The use of Personal Protective Equipment (PPE) may be required
- Work Conditions and Physical Capabilities: fast-paced environment

HOW TO APPLY

- Must be legally eligible to work in Canada. Non-Canadian applicants must have a valid employment Visa and proper documentation authorizing their ability to work in Canada.
- Applications must include a current resume and a cover letter addressed to the Executive Director Ms. Sirola indicating why you wish to join the team, how you would meet the essential criteria for this key position, and your salary expectation, please email Careers@ldays.org.
- The Learning Disabilities Association of York Simcoe is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. LDAYS is also committed to providing accommodations for people with disabilities. If you require an accommodation, please let us know and we will work with you

We thank all applicants; however, only those selected for an interview will be contacted .Due to the high volume of applicants, we ask that **no phone calls** are accepted regarding this position.

Job Type: Full-time

Benefits:

- Casual dress
- Flexible schedule
- On-site parking
- Paid time off
- Wellness program

Schedule:

- Monday to Friday

Work Location: In person, Richmond Hill

Application deadline: 2024-04-24