



Learning Disabilities Association of York-Simcoe
9030 Leslie Street, Unit 216
Richmond Hill, ON L4B 1G2
Tel: 905-884-7933 Fax: 905-770-9377
E-mail :info@ldays.org Website :www.ldays.org

Job Description

Position Title: Student Success Tutor Lead

Report to: Executive Director

Start Date: As soon as possible

Location: Richmond Hill office

Employment Type: Full-Time

Salary for this role: Starts at \$38,000 - \$43,000/Year, depending on experience

Organization Overview

The Learning Disabilities Association of York Region (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.

Position Overview

We are looking for a competent professional to undertake a variety of administrative and program-coordinating tasks. The Program Coordinator helps manage tutoring programs and student services, ensuring they run effectively and reach more participants. You will help in planning and organizing tutor programs and activities. To be an excellent Tutor lead, you must be organized and detail-oriented, and comfortable working with diverse teams. If you have further skills in program development and community outreach, we'd like to meet you.

Key Responsibilities

Program Management

- Manage the day-to-day and expand the current tutor programs
- Schedule program sessions and manage daily operations
- Track program attendance and student registration
- Monitor program performance and evaluations
- Create reports and statistical analysis of programs
- Billings and payments of tutors

Tutor & Volunteer Coordination

- Recruit tutors
- Maintain a tutor database
- Match tutors with students
- Develop recruitment strategies to increase enrollment

Community & School Partnerships

- Act as liaison with schools and community partners
- Communicate with teachers and organizations
- Coordinate outreach activities in York Region & Simcoe
- Deliver presentations to recruit students

Student & Program Support

- Mentor student placements
- Help run secondary school programs and events
- Collect surveys and program feedback
- Support development of training materials and resources

Outreach & Public Awareness

- Develop plans to increase awareness of programs
- Identify new community outreach opportunities

Skills

- Excellent organizational and time management skills
- Ability to multitask 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

- Minimum 2 years coordinating a program, preferably in non-profit settings
- A degree in Business Administration, non for profit management is an asset

- Experience working with educators and students
- 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

- Criminal record and vulnerable sector check
- 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 indicating why you wish to join the team, how you would meet the essential criteria for this key position, and your salary expectations.
- 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
- Applications can be emailed to info@ldays.org and quote Student Success Tutor Lead in the subject title by the **Closing date, March 31st 2026**

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** be accepted regarding this position.