



Program Coordinator – Overview

Organization: Learning Disabilities Association of York Simcoe (LDAYS)

Type: Non-profit organization

Location: Richmond Hill

Salary: \$38,000 – \$43,000/year

Employment: Full-time

LDAYS supports children, youth, and adults with learning disabilities through advocacy, education, research, and services. The Program Coordinator helps manage tutoring programs and student services, ensuring they run effectively and reach more participants.

Main Responsibilities

1. Program Management

- Develop and implement tutoring 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

2. Tutor & Volunteer Coordination

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

3. 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

4. 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

5. Outreach & Public Awareness

- Develop plans to increase awareness of programs
- Identify new community outreach opportunities
- Work with the project manager to coordinate logistics

Required Skills

Organized and administrative

- Strong time management
- Ability to multitask and prioritize

Communication and people skills

- Customer service
- Collaboration with educators, students, and partners

Technical skills

- Microsoft Teams
- Google Drive
- Basic digital tools (Zoom, Skype, etc.)

Personal qualities

- Detail-oriented
- Self-motivated
- Confidentiality awareness
- Willingness to learn

Education & Experience

Preferred background:

- Post-secondary education in:
 - Business Administration
 - Non-Profit Management
 - Volunteer Management

Experience:

- Minimum 2 years coordinating programs in a nonprofit
- Experience working with students or educators
- Comfortable working in diverse environments

Additional Requirements

- Legally eligible to work in Canada
- Criminal record & vulnerable sector check
- Access to a vehicle (an asset)
- Comfortable working in a fast-paced environment

Benefits

- Dental care
- Extended health care
- Vision care
- Paid time off
- Flexible schedule
- Casual dress
- On-site parking