



Idawe • Learning Disabilities Association of Windsor-Essex County

Volunteer Posting

Position: Program Assistant – Reading Mastery

Location: In Person (3640 Wells St – Cottage 6, Windsor, ON N9C 1T9)

Posting Status: Volunteer

Hours: 3.5 hours per week (Tuesdays & Thursdays 5:45 – 7:30 pm)

Details:

Reporting to the Lead Facilitator – Reading Mastery, the Program Assistant will assist in the Reading Mastery program. **Reading & Writing Mastery** is a structured-literacy program designed to strengthen essential skills in reading, comprehension, writing, and spelling for students in Grades 4–8. Using evidence-based instruction, the program helps learners develop the tools they need to read with confidence, understand complex texts, and express their ideas clearly in writing. Instruction is delivered in small groups and 1:1, allowing educators to tailor lessons to each learner's strengths and needs. The program runs Tuesdays and Thursdays from 6:00 – 7:30 p.m.

Fall: September 28 – December 7, 2206 (no class October 12)

Winter: January 11 – March 8, 2027 (no class on February 15)

Spring: March 22 – May 27, 2027 (no class March 29 & May 27)

Duties:

- Assist the Program Facilitator with implementing activities;
- Provide literacy support to participants;
- Provides a positive learning environment to invoke self-motivation for the child as they develop phonological awareness and processing skills;
- Provide regular positive feedback on the student's progress to instill self-motivation and self-confidence in their academic development;
- Promote the idea that learning can be fun;
- Other duties, as assigned.

Required/Preferred Qualifications:

- Individuals working towards a degree in Education are considered an asset;

- Strong interest in literacy;
- Prior experience working with elementary-aged children is an asset;
- Must have knowledge of learning disabilities;
- Excellent organizational skills;
- Excellent oral, written, and computer skills;
- Proven communication and problem-solving skills;
- Must have a satisfactory up-to-date Police Clearance.

How to Apply:

Please apply in writing with a cover letter and resume to Mary-Ann Fuduric, Executive Director, at jobs@ldawe.ca.

Accommodations:

LDAWE welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates participating in all aspects of the selection process.

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret that we cannot confirm that our office has received resumes.