



Young Adult Connection Coordinator Job Description

Position: Young Adult Connection Coordinator

Reports to: Executive Director

Capacity: Part-time (3 to 4 hours per month per group)

Organization: Autism Community Connection

Description: The Young Adult Connection Coordinator will provide leadership in creating and maintaining small groups of young adults with autism in Johnson County and surrounding counties.

Purpose: Facilitate activities / meetings / outings for a small group of young adults with special needs intended to foster friendships and increase independent living skills, community involvement, and job-related skills. This position will require about 3-4 hours per month per group.

Duties/Responsibilities:

- Recruit participants and creating groups
- Coordinate and schedule activities / outings / group meetings for small group participants on a routine basis (e.g., monthly)
- Supervise all participants during activities and outings
- Ensure high quality activities / outings as well as safety for all participants
- Communicate updates with parents and participants

Qualifications:

High School Diploma or GED

21 years of age or older

Valid Indiana Driver's License with 6 points or less

Reliable transportation to meet individuals at a community location

Proof of auto insurance

Ability to effectively interact with individuals with special needs

Ability to multi-task and exhibit good judgement

Works well in a team environment

Basic computer skills

If you are interested in this position please send your cover letter and resume to Kelli Higgins, Executive Director at k.higgins@autismcc-in.org.