



Program Coordinator Job Description

Position: Program Coordinator

Reports to: Executive Director

Capacity: Part-time 15 to 20 hours monthly; 2 to 3 weeks approximately 40 hours a week during the summer

Organization: Autism Community Connection

Description: The Program Coordinator will provide creativity, leadership and maintaining the summer teen program and small groups.

Purpose:

Summer teen program - actively participate during each session, plan for staff training and participant curriculum, supervise program staff and volunteers, ensure all appropriate supplies/materials are purchased then available for each day of the program, ensure the safety of all participants and staff.

Small Groups - Facilitate activities / meetings / outings for a small group for individuals with autism 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:

- Planning logistics and curriculum for summer program
- Supervision of staff and volunteers during summer program
- Actively participate during summer program on location
- Maintaining proper paperwork on all participants
- Able to solve problems during programs
- 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
- Able to plan for in-person or online activities for each group
- Perform other related duties as assigned



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 lead, plan, and implement programs

Ability to effectively interact with individuals with special needs

Ability to multi-task and exhibit good judgement

Ability to adhere to annual budget

Strong organizational and communication skills

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.