



Program Assistant Job Description

Position: Program Assistant

Reports to: Executive Director

Capacity: Part-time - up to 8 to 12 hours monthly, potentially 40 hours for 3 weeks in June

Organization: Autism Community Connection

Description: The Program Assistant will assist the Program Coordinator by providing support for the young adult program and facilitate summer teen program.

Purpose:

Young Adult Program – assist the Program Coordinator to facilitate activities / meetings / outings for young adults with autism. The program is intended to foster friendships and increase independent living skills, community involvement, and job-related skills.

Summer teen program - actively participate during each summer session, ensure all appropriate supplies/materials available for each day of the program, follow the summer curriculum that will be provided, ensure the safety of all participants and staff.

Duties/Responsibilities

Actively participate during all young adult group activities / meetings / outings

Help supervise all participants during young adult outings

Actively participate during all summer sessions during June

Ensure safety of all summer participants and staff

Following planned curriculum and making sure supplies are ready for each session

Perform other related duties as assigned

Qualifications

High School Diploma or GED

18 years of age or older

Reliable transportation to participate at community location

Ability to support and implement programs

Ability to effectively interact with individuals with special needs

Ability to multi-task and exhibit good judgement

Strong organizational and communication skills

Works well in a team environment

Basic computer skills

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