



## Teen Program Coordinator Job Description

**Position:** Teen Program Coordinator

**Focus:** Teen summer program and social groups

**Reports to:** Executive Director

**Capacity:** Part-time; 10 to 15 hours monthly; 3 weeks approximately 40 hours a week during the summer

**Organization:** Autism Community Connection

**Description:** Teen Program Coordinator will provide creativity, leadership, and maintaining quality program for teens with autism. This position will develop a quality curriculum for teen summer program and social groups intended to develop friendship, work on social skills, explore community experiences, and develop life skills.

### Duties/Responsibilities

- Develop quality curriculum for summer teen program
- Coordinate and plan logistics for teen program along with participation during summer program on location
- Ensuring all participants are treated with a high level of dignity and respect while modeling this behavior as staff
- Planning staff training before program and maintain supervision of staff and volunteers
- Maintaining proper paperwork on all participants while ensuring binders for staff with information about participants, schedule for all activities and activities instructions
- Ensuring all appropriate supplies/materials are purchased and available each day of summer program
- Ensuring the safety of all participants and staff throughout the program and social groups
- Assist in developing additional appropriate age social groups
- Assist Adult Program Coordinator with adult programs when needed
- Participate with monthly meetings with Executive Director, all staff and subcommittee overseeing the program
- Perform other related duties as assigned

### Qualifications:

High School Diploma or GED

21 years of age or older

Valid Indiana Driver's License

Reliable transportation to meet individuals at a community location

Ability to lead, plan, and implement programs

Ability to support and assist another program

Ability to effectively interact with individuals with special needs

Able to provide support for individuals who could display behavioral difficulties or challenges

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](mailto:k.higgins@autismcc-in.org).