



My Summer Journey Assistant Job Description

Position: My Summer Journey Assistant

Reports to: Teen Program Coordinator and Executive Director

Capacity: Full-time hours during June 2025 for three weeks from Monday to Friday

Organization: Autism Community Connection

Purpose: My Summer Journey (MSJ) is a summer program for teens on the autism spectrum, ages 13-19. Our fun-filled days help keep kids in a routine that can make the transition back to school much easier. The focus of the program is to make new friends along with working on life and social skills.

Description: MSJ will be Monday to Friday from 8:30am to 4:30pm for three weeks in June. The sessions offered will be the week of June 9th to 13th, June 16th to 20th, and June 23rd to 27th. MSJ staff will meet at Franklin Community High School in Franklin. Each session will have a themed curriculum along with several community outings throughout the sessions.

Responsibilities

- Comply with personnel policies for MSJ staff.
- Maintain an environment that promotes cooperation, learning, and enjoyment for everyone.
- Encourage a high level of participation in assigned activity.
- Take an active role in the general supervision and care of MSJ participants' interests and abilities.
- Ensuring all participants are treated with a high level of dignity and respect while modeling this behavior as staff
- Identify and respond to MSJ participants' behavior issues. Be knowledgeable about the behavior plans and intervention plans of all MSJ participants in your group. Complete incident reports as needed and review with the Teen Program Coordinator and Executive Director.
- Assist in maintaining the facility and locations by keeping them clean, organized, and secure. Report any concerns/damages to the Teen Program Coordinator.
- Assist with daily set-up, take-down, and clean-up of equipment and materials.

Qualifications

- Education classes or experience in camp, youth programs, recreation, working with children, or in a related field.
- Over 18 years old with reliable transportation.
- Ability to effectively interact with individuals with special needs.
- Ability to lead, plan, organize, and implement program activities.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills.
- Must have the physical ability to lead and participate in group activities which include, but are not limited to, team building initiatives, physical games, and activities.

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.