

Program Assistant Job Description

Position: Program Assistant

Reports to: Executive Director

Capacity: Part-time - 10 to 15 hours monthly, potentially 40 hours for 3 weeks in June

Organization: Autism Community Connection

Description: The Program Assistant will assist the Adult and Teen Program Coordinators by providing support and ensuring the quality of each program.

Purpose:

Adult Program – assist the Adult Program Coordinator in ensuring high-quality activities and outings while ensuring the safety of all group members and staff. The program is intended to foster friendships and increase independent living skills, social skills, community involvement, and job-related skills.

Teen program – assist Teen Program Coordinator while actively participating during teen monthly meetings and teen summer program if available. The program is intended to develop friendships, work on social skills, explore community experiences, and develop life skills.

Duties/Responsibilities

- Actively participate during all adult and teen program activities and outings
- Ensuring the quality of each program
- Help supervise all adult group members and teen participants
- Ensuring all group members and participants are treated with a high level of dignity and respect while modeling this behavior as staff
- Actively participate during all summer sessions during June if available
- Ensure the safety of all adult group members, teen participants, and staff
- Following the planned curriculum and making sure supplies are ready for each program
- If asked to prepare a creative activity for a program
- Participate in monthly staff meetings
- Perform other related duties as assigned

Qualifications

High School Diploma or GED

18 years of age or older

Reliable transportation to participate at the community locations

Ability to support and implement programs

Ability to effectively interact with individuals with special needs

Ability to multi-task and exhibit good judgment

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.