

## **Adult Program Coordinator Job Description**

**Position:** Adult Program Coordinator

**Focus:** Adult social groups

**Reports to:** Executive Director

**Capacity:** Part-time; 15 to 20 hours monthly

**Organization:** Autism Community Connection

**Description:** The Adult Program Coordinator will provide creativity, leadership, and maintain quality programs for adults with autism. This position will facilitate specific activities and outings for adults with autism, intended to foster friendships, increase independent living skills, social skills, community involvement, and job-related skills.

### **Duties/Responsibilities**

- Coordinate and schedule several outings for group members to choose from each month
- Ensure high-quality activities/outings as well as safety for all group members and staff
- Supervise all group members during activities and outings
- Maintain group members' information and their participation in each outing
- Ensuring all group members are treated with a high level of dignity and respect while modeling this behavior as staff
- Communicate updates and information with group members, parents, guardians, and staff
- Maintain all supplies / ordering tickets needed for each outing
- Assist in developing additional appropriate age social groups
- Assist the Teen Program Coordinator with teen programs when needed
- Participate in monthly meetings with the Executive Director, all staff, and the 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

Ability to multi-task and exhibit good judgment

Ability to adhere to the 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).