

Program Assistant Job Description

Position: Program Assistant

Reports to: Executive Director

Capacity: Part-time - up to 9 to 15 hours monthly

Organization: Autism Community Connection

Description:

The Program Assistant will assist the Program Coordinator by providing support for the adult and teen programs.

Purpose:

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

Teen program - assist the Teen Program Coordinator to facilitate activities and create a safe space for teens with autism to make new friendships while working on social and life skills.

Duties/Responsibilities

- Actively participate in all adult and teen program outings and meetings
- Ensuring all participants are treated with a high level of dignity and respect while modeling this behavior as staff
- Help supervise all adult and teen participants during outings and meetings
- Ensure the safety of all adult and teen participants and staff
- Assist in developing additional appropriate age activities for outings and meetings
- Participate in monthly staff meetings with the Executive Director
- 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, help plan, and implement programs

Ability to effectively interact with individuals with special needs

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

Ability to multitask 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.