

Autism Ontario is a not-for-profit charitable organization founded in 1973 and is a strong voice for individuals with Autism Spectrum Disorder (ASD). Autism Ontario has Chapters serving almost every corner of the province. Each Chapter is run by dedicated volunteers and local Chapter Leadership Councils. These volunteers organize and support parent to parent contact, provide official SEAC representation for ASD to boards of education, camps and public awareness forums. We pride ourselves on our mission to ensure that each individual with ASD is provided the means to achieve quality of life as a respected member of society. We are constantly evolving in order to improve the lives of the people we support.

JOB DESCRIPTION

TITLE:	Camp Director
REPORTS TO:	Program Coordinator & Chapter Manager
LOCATION:	Autism Ontario – Niagara Chapter Office
JOB SUMMARY:	To work with the Program Coordinator to ensure the delivery of summer camp. To work to the goal of Autism Ontario, Niagara Chapter to provide programs for individuals living with Autism Spectrum Disorders, giving them the opportunity to develop and experience social skills in a safe and supportive environment.
SALARY:	\$18.50/ hour
HOURS:	10-20 hours per week February - April 40 hours per week May- August

MAIN TASKS:

The Camp Director provides a superior/professional level of customer service to all internal and external stakeholders and the general public. The three main areas of responsibility are: Camp Development and Implementation, Assist in Staff and Volunteer Training and Supervision, and General Organizational Support.

I. Program/Camp Development and Implementation

- Review curriculum models to assist in the development of camp
- Develop and design the overall structure of camp with Program Coordinator
- Develop programming to meet the needs of the individuals attending
- Assist in securing appropriate locations for programs/camp, outings, etc.
- Assist in the designing of evaluation tools; administer evaluation tools and analyze the results
- Preparation and purchase of materials within a pre-defined budget
- Review all camper and participant profiles and contact parents via phone to ensure full understanding of behaviours, medications, medical needs, etc.
- Supervise and oversee the direction of the camp, ensuring that policies, procedures, and goals of the program are met
- Liaise with community partners, members of the public, and other professionals to ensure full understanding of expectations of all parties involved
- Complete safety inspections, follow risk management procedures and maintain quality control procedures
- Create and implement behaviour support plans when necessary
- Assist in completion of incident reports and contact with provincial office within the required time frame
- Review and debrief on incident reports to ensure prevention and management of future incidents
- Provide on-site support to camp

- Strive to ensure a high level of quality in camp
- Assist in the development and review of all camp procedures
- Effectively communicate with parents regarding camp structure, problem solving, incidents, profile reviews, behaviour support plans, and all other necessary camp-related matters

2. Staff and Volunteer Training and Supervision

- Assist in identifying staff/volunteer duties and job descriptions
- Assist in the interview process of camp staff and volunteers
- Develop and implement training for camp staff and volunteers
- Manage staff and volunteer time sheets to be submitted to Program Coordinator
- Coordinate and supervise camp staff and volunteers and assist in the completion of evaluations
- Provide leadership and support to the staff and volunteers that deliver camp

3. General Organizational Support

Providing support to camp as well as other operations of the organization as required:

- Assist families in accessing camps
- Promotion of organization, programs and workshops
- Assist in fundraising projects as required
- Assist in awareness projects as required
- General office duties to ensure a professional atmosphere
- Follow all organizational policies and procedures as they apply to the position
- Follow outline of Grant requirements
- Assist in the generation of financial resources to sustain camp (grant reporting)

MAJOR INTERNAL CONTACTS:

Chapter Staff, Chapter Leadership Council, Chapter Members, Potential Programme Staff, Community Resource Manager, Executive Director, Provincial Office Staff, Staff from other Chapters.

MAJOR EXTERNAL CONTACTS:

Parents, local service providers, local professionals in the field of autism, and general public, volunteers, donors, sponsors, event participants.

COMPETENCIES:

- Demonstrated experience in developing and directing camp
- Demonstrated leadership and staff/volunteer management experience
- Ability to work independently, responsibly and productively within the time allotted
- Demonstrated effectiveness in working within the voluntary/non-profit sector
- Strong written and verbal communication skills
- Strong problem solving capabilities
- Minimum 2 years experience with Autism Spectrum Disorder (ASD)
- Knowledge of child development

QUALIFICATIONS:

- At least 2 years post-secondary education in a related field or equivalent work experience
- Current Standard First Aid certification
- Current behaviour management certification (i.e. Safety Care, NVCI, etc.)
- Previous experience in program development in the field of Autism Spectrum Disorders (ASD)
- Computer skills, including MS Office applications and Google online
- Valid driver's license and access to a vehicle
- Fluency in French is an asset

Interested candidates should submit a cover letter and resume to programs.niagara@autismontario.com no later

than February 4th 2019. We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.