

**Position: Chapter Services Coordinator, Part-time Volunteer**

**Location: ON – Durham Region**

The Chapter Services Coordinator is a member of the Chapter Leadership Council and reports to the Secretary, Autism Ontario – Durham Region. The successful candidate will have the ability to use planning skills, resourcefulness and creativity to provide information, support and friendship to families and community members dealing with Autism Spectrum Disorders in Durham Region.

**Essential Functions:**

- Develop a yearly action plan for implementing new initiatives and providing existing services related to information.
- Develop a budget for implementing new initiatives and providing existing services related to information.
- Work with fundraising coordinator and treasurer to ensure the required funds are available.
- Liaise with the volunteer coordinator to identify required skill sets and recruit required volunteers.
- Manage and coordinate the public library resources.
- Liaise with advocacy coordinator to provide information about existing community services and workshops via the website and mailings/newsletter.
- Provide ongoing assistance and ensure effective leadership of Autism Support Groups.
- Work with Public Awareness Coordinator to promote Autism Support Groups.
- Work in a team environment to effectively represent Autism Ontario – Durham Region and its mission in the community.
- Attend monthly chapter leadership council meetings at various locations around Durham Region.
- Must be accessible by email to address issues between monthly meetings.

**Qualifications:**

- You have a sound understanding of the issues faced by people with ASD.
- A degree in social work or equivalent experience is an asset.
- Must be able to work independently.
- Outstanding written, oral, and presentation skills.
- Strong creative, critical-thinking and problem-solving skills.
- Must be familiar with the mission and purpose of the Autism Ontario – Durham Region.
- Excellent computer skills required.

**If you are interested in this volunteer position,  
please contact our Volunteer Coordinator: [autismdurham.volunteer@gmail.com](mailto:autismdurham.volunteer@gmail.com)**

**We thank all applicants for their submissions. We will attempt to match all potential volunteers to meaningful and rewarding roles that are best suited to them.**