



Autism Ontario York Region Chapter Manager

Autism Ontario is a charitable organization with a history of over 46 years representing the thousands of people on the autism spectrum and their families across Ontario. Made up of knowledgeable parents, professionals, and autistic self-advocates who can speak to the key issues that impact those with autism and their families, Autism Ontario is the province's leading source of information and referral on autism, and one of the largest collective voices representing the autism community. Members are connected through a volunteer network of 25 Chapters throughout the Province of Ontario.

Job Summary:

Undertakes the administrative support for the chapter's programs and fundraising initiatives that are developed in conjunction with the Chapter Leadership Council (CLC) and Volunteer committees. Supports the summer camp and chapter programs that promote advocacy, skill building, learning and social opportunities for individuals of all ages with Autism Spectrum Disorder (ASD) and related training and supports for caregivers / service providers. Oversees the summer camp program and the role of the Summer Camp Director. Works to develop innovative community partnerships and collaborate on initiatives that address unmet needs for programming and support.

Title: York Region Chapter Manager

Reports to: Community Events and Resources Manager (Provincial Office), and York Region Chapter Leadership Council

Location: York Region office space, with some flexibility for home / virtual office based as agreed

Hours: 37.5 hours per week including evenings and weekends as required

Annual Salary: \$45,000-50,000 per annum

Key Responsibilities:

Administration – 15%

- Manage incoming calls and emails; responding to and/or forwarding as required

- Handle financial transactions such as cheque requests, donations, cash payment, payroll submissions (where applicable); makes deposits and processes as per provincial procedures
- Administer annual budget as developed in conjunction with CLC
- Participate in chapter events and activities such as fundraisers and annual chapter meetings
- Work collaboratively with CLC on applying, reporting and deliverables for grants
- Respond to inquiries regarding programs and provide information, support or referrals when necessary and encourage contact with the Regional Service Navigator for under 18 years regarding supports during the assessment, diagnosis, early intervention and development stages
- Keep abreast of new community initiatives and providers
- Apply for grants as directed by CLC and keep abreast of additional and relevant grant opportunities

Program Management – 10%

- Support CLC annual plan in developing and/or expanding existing successful programs and establish new programs as identified
- In conjunction with CLC, establish new learning programs for individuals and caregivers
- Oversee the smooth delivery of programs ensuring systems are in place to meet/exceed program certification and standards of delivery
- Provide information and assistance to families to access/apply for chapter programs or other relevant community programs
- Assist in logistical delivery of programs as required – such as booking spaces, setup and welcoming guests
- Maintain database operations as they pertain to programs (i.e., recording participants in Programs, payments, etc.); manage the program records, documents and data files
- Follow all organizational policies and procedures as they apply to the position

Camp Oversight – 40%

- Support CLC annual plan in developing and/or expanding existing successful programs and establish new programs as identified
- In conjunction with CLC, establish new learning programs for individuals and caregivers
- Oversee the smooth delivery of programs ensuring systems are in place to meet/exceed program certification and standards of delivery
- Provide information and assistance to families to access/apply for chapter programs or other relevant community programs
- Assist in logistical delivery of programs as required – such as booking spaces, setup and welcoming guests
- Maintain database operations as they pertain to programs (i.e., recording participants in Programs, payments, etc.); manage the program records, documents and data files
- Follow all organizational policies and procedures as they apply to the position

Volunteer Management – 10%

- Maintain list of volunteers and camp families and responsibilities
- Recruit and coordinates volunteers to assist with the camp fundraising committee, fundraisers, fairs, and other related activities
- Solicit volunteers where required
- Provide guidance to volunteers that deliver programs
- Work with social media to promote volunteerism with York Region

CLC and Provincial Office – 10%

- Attend CLC meetings (6-7 per year) and regional Provincial training and information meetings (twice per year)
- Regular reports to CLC on activities, provides recommendations for improvements
- Work with CLC to identify service gaps and work into annual plan
- Develop annual plan in conjunction with CLC

- Assist in supporting fundraising efforts for programs in partnership with the CLC
- Provide support to CLC Program Committees
- Assist in the development and review of all program procedures
- Develop systems to support continuous quality improvement initiatives

Community Representation and Outreach – 15%

- In conjunction with CLC, Volunteer Leads on events, and seasonal Camp Director, develop and maintain relationships with other special needs service providers
- Work closely with York Region Service Navigator and community relationships
- Attend and represents chapter at community events where required
- Liaise with regional and municipal government agencies where required
- Collaborate with community agencies to develop a response to identified service gaps and/or direction on annual plan
- Engage new individuals, groups and businesses in expanding the community supports for individuals with ASD
- Represent the needs of children and youth with ASD at community planning tables, forums, networking and with government
- Support Chapter in community awareness activities such as workshops, information fairs, presentations and events
- Ensure information pertaining to chapter resources, programs and supports is accessible in easy to understand including in liaison with and on the chapter's social media network

Qualifications:

- 3-5 years' experience management / supervisory experience in social, recreation programs and summer camps for the special needs community
- 3-5 years' experience in the design, curriculum development and evaluation of evidenced based programs for children, youth and / or adults

- 3+ years' experience working with individuals with autism
- Previous experience with OCA Accreditation Standards or equivalent is a must
- Post-secondary education in a related field
- Experience working with a charitable organization, volunteers and community partners
- Excellent customer service/public relations experience with success in building strong community relationships and productive partnerships for programming
- Demonstrated experience managing multiple projects or programs; strong attention to detail
- Strong written and verbal communication skills are required as is the ability to work collaboratively with partners and stakeholders
- Must be proficient with computer programs; Microsoft Office (Excel required), CampBrain a strong asset, familiarity with social media is required
- Must be self-motivated, innovative and flexible
- A valid Ontario driver's license and access to a vehicle is required
- Grant writing experience an asset
- Flexibility for evening and weekend work, as required
- • First Aid, CPR and behavior management certification are required
- • Strong planning skills and coordination of varied

Interested candidates should submit a resume and cover letter to hr@autismontario.com stating: **"York Region Chapter Manager"** in the subject line by January 20, 2020. We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization, and actively encourages individuals on the autism spectrum and from all equity seeking groups to apply. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.



Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.