



## **Regional Program and Volunteer Coordinator**

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:**

The position of Regional Program and Volunteer Coordinator will be one of two positions in the region covering Peel, Halton, Waterloo, Wellington, Hamilton, and surrounding areas. The goal of the regional model is to strengthen the capacity of families and caregivers to achieve the mission and vision of Autism Ontario in the Central West region. This position will actively be involved with the evaluation and implementation of the pilot model and both the volunteer and staffing roles associated with it.

**Title:** Regional Program and Volunteer Coordinator

**Reports to:** Community Events and Resources Manager

**Location:** Central West Region (Peel, Halton, Waterloo, Wellington, and Hamilton)

**Hours:** 37.5 hours per week (1.0 FTE), some evenings and weekends required

**Annual Salary:** \$47,000-\$52,000 per annum

**Duration:** One-year contract with the possibility of extension

### **Key Responsibilities:**

#### **Volunteer Development and Support**

- Support volunteers (parents, self-advocates, and professionals) in achieving the identified goals
- Develop and coordinate a volunteer application and screening process

- Build the volunteer capacity of the organization across the region; develop a volunteer appreciation plan
- Participate in the development and implementation of volunteer training modules and orientation
- Recruit, assign, and track volunteers for events or committees
- Coordinate and facilitate regional committee meetings and events
- Monitor and support volunteer-led initiatives
- Evaluate risk associated with the volunteer roles, with an ability to develop plans to mitigate risk as necessary
- Navigate and manage various interpersonal situations between volunteers

### **Program Oversight**

- Oversee all proposed region-initiated programs and ensure they are following the policies and procedures of Autism Ontario
- Support and participate in the development of the Annual Plan and Budget
- Work with volunteer leadership to identify priorities (gaps in services) in the region for families/caregivers and develop a means for communicating those priorities locally
- Review, approve, and implement regional program proposals with the Oversight Committee to ensure representation of all areas of the region
- Provide monthly reporting and feedback around regional programming
- Work closely and collaboratively with Autism Ontario staff in developing and implementing policies, procedures, and working practices
- Evaluate and monitor program delivery, including but not limited to: maintaining continuous records, supporting pilot evaluation as needed, updating relevant databases, communicating with provincial office regularly on pilot goals and outcomes
- Serve as first point of contact for safety concerns

## **Community Relations**

- Create a roster of spokespersons to respond to media requests or requests for committee representation locally or provincially
- Attend and be an active contributor to local community partnership meetings, representing the local community needs or provincial initiatives
- Foster and maintain a positive relationship with event sponsors and funders (e.g., thank-you letters, funding reports, etc.)
- Facilitate networking and development of community alliances/partnerships

## **Administration**

- Serve as first point of contact for questions from volunteers in the region
- Act as a system administrator for relevant online platforms (e.g., website, Eventbrite, Facebook, Twitter, etc.)
- Develop and maintain a secure volunteer database
- Ensure policies and procedures are being adhered to which guide volunteer involvement and reflect the overall values of the organization

## **Competencies:**

- Working knowledge of Autism spectrum disorder (“ASD”)
- Strategic thinking
- Strong planning skills and an ability to work independently
- Effective communication and conflict management skills
- Flexibility, comfort with change, and supporting others through change management
- Knowledge and understanding of the local service providers and the supports and services in the Central West region



## Qualifications:

- A bachelor's degree in a related human services field with a minimum of 3 years of relevant experience
- Experience supervising volunteers in a non-profit setting
- Experience in workshop facilitation, social group work/community organizing and program development and implementation
- Ability and means to travel; a valid driver's licence is required
- Available to work evenings and weekends as required

Interested candidates should submit a resume and cover letter to [hr@autismontario.com](mailto:hr@autismontario.com) stating: **"2020 Regional Program and Volunteer Coordinator"** in the subject line by February 29, 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.