

Volunteer Administrative Support (remote or in person)

Autism Ontario is guided by a volunteer board of directors, composed of parents, people on the spectrum, and respected professionals, who provide governance, expertise, and guidance to the organization on a volunteer basis.

Our volunteers are the foundation of our success, and we are grateful to each person who commits their time, talent and treasure to advancing our mission and vision.

There are many opportunities to volunteer with Autism Ontario. Whether you are looking for something casual or something more committed, there is a volunteer role suited to you.

Please note – All volunteers are required to submit a **vulnerable sector check**. Details will be sent following application.

Volunteer Reports to: **Regional Program Coordinator**
 Regional Fund Coordinator
 Fund Manager

Summary: this volunteer opportunity is for people who like to get things done. Your attention to detail, savvy organizational skills and ability to work independently are a huge help to various departments in the organization.

With a large volume of communication tactics being used to engage, thank and steward our families, donors and corporate partners, this pool of volunteers provide an important support system to our executive, program and fundraising team!

Essential Duties and Responsibilities may include:

- Preparation of kits for delivery to families
- Filing
- Writing thank you letters and other correspondence
- Other duties specifically around preparation for large campaigns and events

Requirements

- Must present a professional decorum and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- Respect and maintain confidentiality of Autism Ontario volunteers, partners, and donors

- Computer skills are desired, but not necessary

COVID 19 Policy Statements (excerpt from Volunteer Policy and Procedures document)

Effective *September 23, 2021*, all employees, contractors, and volunteers must provide proof one of the following:

1. **Full vaccination against COVID-19** (After vaccination, individuals with an Ontario photo health card can log in to the provincial portal to download or print an electronic COVID19 vaccine receipt (PDF) for each dose received.)*

2. **A medical reason for not being vaccinated against COVID-19** – this must be substantiated by adequate medical evidence (Written proof of a documented medical reason for not being fully vaccinated against COVID-19 must be provided by a physician. The note from the physician must specify the effective time-period for the medical reason. If time-limited, the note should indicate how long it is expected to last.)

An individual's ability to volunteer in-person with Autism Ontario will be contingent upon providing proof of one of the above.

If not vaccinated, a COVID-19 antigen test must be taken, and a negative result presented within 72 hours of any Autism Ontario in-person event or meeting.

Training & Supervision

- Fulfilment of a vulnerable sector check
- Reviews and signs off on Autism Ontario **Volunteer Policy and Procedures**
- Review **What is ASD** webinar (ask SME's about other webinar resources)
- Attends annual volunteer orientation training
- Office orientation which includes but is not exclusive to training on the following items: **Phone System Tutorial, Database Tutorial, Filing System** *training will be unique to the placement of the volunteer.

Training and supervision conducted by: [identified staff person] or designated trainer

Evaluation

As an organization that values our volunteers, we recognize that open dialogue and feedback are critical to ensure the successful placement of all volunteers All volunteers will be given the



opportunity to complete a **60-day evaluation** of their placement to provide and request feedback

Time Commitment

i.e. two hours per week
six hours per month

Benefits

- Knowledge that you are making a difference in the lives of the individuals and families Autism Ontario is privileged to serve
- Administrative experience for building your resume
- Opportunity to work with a dedicated group of professionals committed to creating an inclusive Ontario for autism

We can't do it without you! Thank you for being part of our team.