

## CARES Volunteer Support

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**  
   **Manager Regions and Volunteers**

**Summary:** CARES is a facilitator led, highly interactive, semi-structured **six-to-eight-week program**. The group facilitators create a safe space where caregivers can feel empowered and overcome the challenges posed by an autism diagnosis, while fostering strong bonds with their peers. As a volunteer in this program, you will provide a consistent connection to participants and a consistent support to the facilitators. Programs must be directed by Regional Staff members but are complimented with a community volunteer to facilitate the program and support the unique needs of the participants.

### **Essential Duties and Responsibilities may include:**

- Prepping resources to generate a successful program
- Supporting the welcome and registration of participants
- Interacting with participants by listening, supporting and providing resources and insight that may be helpful
- Other duties specifically around preparation and tear down of programs

### **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

## **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
- Non-profit program experience
- 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.**