



Volunteer Program 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
 Regional Manager

Summary: Autism Ontario facilitates hundreds of programs across the province each year. If you love working directly with people, have a zest and enthusiasm for making a difference in the lives of the individuals we are privileged to serve and have an ability to motivate and inspire others, this is the position for you!

Volunteer support for these programs is critical for their success.

**Please note that programs can be one day or can run weekly, biweekly or monthly. Some programs will run for up to and including eight weeks.*

To ensure consistency for the individuals we are privileged to serve program volunteers will need to be able to commit to dedicated dates, times and schedules as they align with program offerings. If you are unable to fully commit to a program because of a scheduling conflict, please be mindful of this.

This volunteer service is often a great fit for individuals, students, and retirees who are looking for an ongoing and consistent commitment to the organization.

Essential Duties and Responsibilities may include:

- Preparation of program materials and support in program planning
- Directly supporting the Program Coordinator with delivery of the program
- Supporting participants who may need additional support to fully experience the program
- Other duties that support the success of program delivery as defined by the Program Coordinator

Requirements

- Must present a professional decorum and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with program participants, staff and facilitators
- Be able to take direction from the Program Coordinator, facilitator or lead volunteer while supporting individual participants to generate a welcoming, engaging and successful experience
- Respect and maintain confidentiality of Autism Ontario program participants, volunteers, partners, and donors
- Positive solutions-oriented attitude
- Other duties that support the success of program delivery as defined by the Program Coordinator (ie. after event report, etc)

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 sign 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



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
- Program planning and facilitation 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.