



**Provincial Autism Centre
Job Posting Opportunity
35-40 hours/wk: \$13.00**

Position: Assistant Program Coordinator

Program: Summer Day Camp for Children with Autism Spectrum Disorder

Time Commitment: approx 35-40 hours / wk. (Flexibility required)

Term: 9 weeks starting June 27, 2010

Accountability: The Assistant Program Coordinator is accountable to the Program Coordinator.

Authority: The Assistant Program Coordinator helps the Program Coordinator and speaks for the camp in the Program Coordinator's absence.

Responsibility: The Assistant Program Coordinator is responsible to aid the Program Coordinator in the safe and smooth operations of the Autism Day Camp Program.

General Duties:

Assistant Program Coordinator is responsible for the following:

- Ensure good communication with staff, parents and campers about the camp activities.
- Maintain time sheets as necessary (collection and submission) in aid or absence of Program Coordinator.
- Work towards smooth running of camp
- Organize supplies required for the operation of daily activities
- Work directly with children in the camp as needed.
- Supervise camp staff.
- Mentor and support staff as necessary
- Administer any medications required by campers as per instructions given by parents/physician in the absence of the Program Coordinator
- Other duties as designated by the Program Coordinator

Qualifications:

- Good leadership skills
- University degree or student in a post-secondary program
- Good communication skills (written and oral)
- Able to work independently
- Organizational skills
- Knowledge of autism spectrum disorders

About the Provincial Autism Centre

Founded in 2002, the Provincial Autism Centre is a non-profit, registered charity located in Halifax, Nova Scotia. The Centre was the original vision of Joan and Jack Craig, parents of an adult son with autism.

Today, the Centre supports individuals with autism, their families, educators, healthcare professionals and researchers throughout Nova Scotia.

We provide information materials, research assistance, program opportunities and a friendly atmosphere to support our members in their desire to understand autism.

By providing parents with information that can help them seek more effective therapy options, a teacher with a strategy that can foster better inclusion in the classroom, or an autistic adult with leads to an employment opportunity, greater successes for individuals with autism and their caregivers can be achieved. That is why, at the Provincial Autism Centre, we believe that *support means success*.

Please send cover letter and resume to:

Selection Committee
c/o Cynthia Carroll
Executive Director
1456 Brenton Street
Halifax, NS
B3J 2K7

Or E-mail

rbradshaw@provincialautismcentre.ca