



**Provincial Autism Centre
Job Posting Opportunity
35-40 hours/wk: \$15.00-\$20.00/hr**

Position: Program Coordinator

Program: Summer Day Camp for Children with Autism Spectrum Disorder

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

Term: 14 weeks starting May 31, 2010

Accountability: The Program Coordinator is accountable to the Executive Director.

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

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

General Duties:

Program Coordinator is responsible for the following:

- Organize structure of the day for program; implement daily camp activities as per program schedule.
- Ensure good communication with staff, parents and campers about the camp activities.
- Assist the Executive Director to plan and organize training week for staff (with help from Camp Committee)
- Schedule and maintain staff ratios, as well as develop work assignments
- Work towards smooth running of camp
- Purchase supplies required for the daily operations of camp
- Work directly with children in the camp.
- Supervise camp staff.
- Observe and monitor personnel interactions, advise Executive Director of any potential interpersonal situations
- Mentor and support staff
- Administer any medications required by campers as per instructions given by parents/physician, and fill out appropriate medication forms

Qualifications:

- Good leadership skills
- University degree
- Good communication skills (written and oral)
- Able to work independently
- Organizational skills
- Knowledge of autism spectrum disorders
- Occupational Therapist, Speech Pathologist, and/or Learning Centre experience an asset

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

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