

The Autism Resource Centre, a community based, non-profit organization in Regina, has an opening for a temporary full-time position as a Summer Program Assistant Director.

Applicants must have excellent communication skills. An interest in and knowledge of Autism Spectrum Disorder (ASD) and adhere to ARC's confidentiality contract.

From May 1<sup>st</sup> - August 30<sup>th</sup> the Assistant Summer Program Director will need to plan, organize and oversee one of the ARC Summer Programs and to ensure a safe and productive program alongside the Program Director. They may be asked to assist in the hiring and training of program staff, creating and organizing materials and scheduling activities for the weeks of the program. They are also responsible for the set up, cleanliness and maintenance of the rented facility and equipment. The Assistant director also shares the responsibility of overseeing 25 summer employees, including staff meetings, individual programming goals, supervision and the safety of the campers. It is expected that the Assistant Director will have strong collaborative skills to be able to work along side the Summer Program Director and other ARC Staff.

There are two positions available: Assistant Director for ages 7-12 Camp and Assistant Director for ages 13+ Camp

**TERMS:**

1. Require a consistent commitment to working Monday to Friday. Some flexibility will be necessary to accommodate meeting times.
2. A vehicle is mandatory to this position. Third party liability insurance is required for workers driving in the program. Staff will be reimbursed \$0.41/km for driving.
3. A Criminal Record and Vulnerable Sector Check is required and needs to be submitted before start date of employment. First Aid and CPR-C Certification is required.

Our thanks is extended to all applicants, however only those selected for an interview will be contacted.