



**FOOTPRINTS 4 Autism Request for Proposal
Together We Hang (Youth Program) Program Coordinator/Consultant
Alternate Program Coordinator/Consultant Respite Program**

Organizational Overview

FOOTPRINTS 4 Autism is a local, volunteer-driven, not-for-profit organization dedicated to the provision of respite care for families with children and youth who are on the Autism Spectrum.

The FOOTPRINTS 4 Autism's Saturday programs offer respite, not therapy, in a safe and happy environment. It has been designed solely for the benefit of children under 13 years of age and for the relief of their families.

Together We 'Hang': Youth on the Autism Spectrum are paired with a youth volunteers (buddy) for an after school social gathering fostering inclusion and acceptance. Drop-in program – however registration is required by families. The program runs weekly out of the Whitby Public Library (main branch) Mondays from 4-6 pm and Pickering Library (main branch) Wednesdays from 4-6pm. Both programs are scheduled to start in February and run until mid-June.

Objectives

Together We 'Hang'

The Coordinator/Consultant will work under the direction of the Operations Manager or in his/her absence, under the direction of the designated/appointed FOOTPRINTS Steering Committee member.

Description of Services

1. Organize, develop and coordinate a program experience that will help individual youth on the autism spectrum, as expressed in the FOOTPRINTS 4 Autism Steering Committee Terms of Reference. To assist in enhancing the quality of the program, the Consultant is committed to working cooperatively with the Steering Committee, the Operations Manager, other Program Coordinator/Consultants, volunteers, community groups, and families.
2. Administer the volunteer services under the direction of the Operations Manager and Steering Committee. It is incumbent upon the Coordinator/Consultant to have or acquire skills needed to direct, manage, plan, develop and organize a program for the utilization of the volunteers in accordance with the goals of FOOTPRINTS 4 Autism.
3. Actively assess, supervise, and support all volunteers.
4. Perform assessments of participant's needs, abilities and interests, and ensure applications for the program are completed.

Alternate Program Consultant Respite Program

The Alternate Consultant will work under the direction of the Program Coordinator/Consultant and the Operations Manager or in his/her absence, under the direction of the designated/appointed FOOTPRINTS Steering Committee member.

Description of Services

1. Prepare a written report for the Program Coordinator/Consultant outlining which clients and volunteers attended a particular session, plus the number of hours that each person was in attendance.

2. Prepare the room in advance of the clients' arrival, using the Pre-Program checklist.
3. Receive payments from and issue receipts to the parents.
4. Supervise the volunteers working with the clients.
5. Restore the room to its original state, using the Post-Program checklist.
6. Administer the volunteer services under the direction of the Operations Manager. It is incumbent upon the Coordinator/Consultant to have or acquire skills needed to direct, manage, plan, develop and organize a program for the utilization of the volunteers in accordance with the goals of FOOTPRINTS.
7. Identify and report immediately to the Operations Manager any issues regarding legal and/or safety implications, as outlined in the policies and guidelines of the Organization.
8. Continue to fulfill obligations as a volunteer in regard to monthly hours.

Assumptions and Agreements

- Contract is for one program session only – **starting February 2018 until mid June**
- Together We 'Hang" sessions will run Mondays* from 4-6 pm at the Whitby Public Library (main branch) and Wednesday* from 4-6pm at the Pickering Library (main branch). *subject to cancellation for library function, dates have been confirmed
- Contract for Alternate Program Coordinator/Consultant will be revisited in 6 month, with possible extension
- FOOTPRINTS 4 Autism has the right to negotiate pay

Items to be addressed in the Proposal Submission

- Knowledge and skill generally associated with the completion of a Diploma in Early Childhood Education, or related discipline from a recognized community college, with at least two years of programming experience working with children with special needs; or have an equivalent combination of education and relevant experience.
- Demonstrated supervisory and leadership qualities to coordinate and schedule volunteers and clients
- Good organizational, planning, administrative, research, analytical, and decision-making skills
- Excellent communication and interpersonal skills to ensure effective interaction with children, their families, the Steering Committee, the Operations Manager, other Program Consultants, volunteers, external stakeholders and the public
- Excellent administrative and coordination skills to oversee the program requirements
- Current First Aid and Cardio-Pulmonary Resuscitation certificates - mandatory
- Current Certificate in Behaviour Management Systems Training (BMST) or CPI - mandatory
- Police Check mandatory, including Criminal Record and Working with Vulnerable Persons Check

Respondent Submissions

If you meet all the above requirements, please submit your cover letter and resume to the following:

Julie Cashin-Oster, Operations Manager
FOOTPRINTS 4 Autism
Julie@footprints4autism.org

For additional information or clarification contact: Julie at 905-420-0388 ext. 3

Only short-listed applicants will be contacted for an interview.

Acceptance of Submissions

FOOTPRINTS 4 Autism reserves the right to require clarification.

Participation in the Program does not in any way propose or create any obligation to retain the Consultant for further or related consulting services.