



## Respite Program Operations Manager - Part Time

This position will be of interest to people who want to use their management skills to make a difference to families and children, while working part time from their home-based office.

FOOTPRINTS4Autism is a volunteer-driven respite program with locations in Pickering and Whitby. It serves forty families with children 13 years and under who have Autism Spectrum Disorders. FOOTPRINTS4Autism provides respite (but not therapy) in a safe and happy environment. It operates on Saturdays in Pickering and Whitby and also provides summer and Christmas camps. In addition, we offer weekly opportunities for youth to meet and interact.

FOOTPRINTS4Autism is seeking a part-time Operations Manager who will oversee its respite services. This position involves:

- ✓ Developing and implementing a yearly operating plan and budget and reporting on the results
- ✓ Recruiting and managing the volunteers who provide respite at the two facilities
- ✓ Managing those contracted by FOOTPRINTS plus alternates
- ✓ Managing FOOTPRINTS' finances in conjunction with the Treasurer
- ✓ Promoting and marketing FOOTPRINTS with community organizations and potential users to ensure full utilization of the program

The Operations Manager reports to the FOOTPRINTS Steering Committee. The Committee meets monthly in either Pickering or Whitby.

The Operations Manager will have knowledge and skills related to:

- ✓ Respite services
- ✓ Marketing / writing grants
- ✓ Autism Spectrum Disorders
- ✓ Recruiting and managing paid and volunteer staff
- ✓ Developing and managing a plan and budget
- ✓ Working with a volunteer steering committee

The Operations Manager will be retained by FOOTPRINTS4Autism as a third-party contractor. The successful applicant will initially work 15 hours per week but the contract will increase to 20 hours per week by the second month. The Operations Manager will assume the role as soon as the recruitment process has been completed.

Please email your resume to [resumes@footprints4autism.org](mailto:resumes@footprints4autism.org). In the body of the email, provide a brief explanation of why the position is of interest to you. All resumes must be received by 2:00 p.m. Monday, August 13, 2018. We will contact those to be interviewed.