

Summer Program Coordinator and Assistant Coordinator

The Autism Resource Centre, a community based, non-profit organization in Regina, has 6 temporary full-time positions open for the role of Summer Program Coordinator (3) and Assistant Coordinator (3) in their day camps for children and youth ages 7+. Our Summer Program is both goal-oriented and lots of fun! Participants learn life skills and engage in recreational activities throughout the city. All participants are paired one-to-one with a staff member who ensures campers have a safe and positive summer. In this position, you will gain valuable hands-on leadership experience while working with autistic children and youth.

Applicants should have knowledge of Autism as well as experience in the area. The individual will be required to work alongside other directors to plan all aspects of the summer camp including the training of staff. They may also be asked to assist with hiring. Strong planning and organizational skills are required; you will meet with parents, teachers, and clinicians of each individual attending to create individualized program plans as well as setting up, cleaning and maintaining the rented facility and equipment. The applicant must be adaptable and able to keep up with high-energy campers with a busy schedule of events.

A high level of professionalism must be maintained as you will be required to oversee a team of up to 25 staff. This includes running staff meetings, providing feedback, managing requests for time off, and other tasks while following all policies and procedures in place to ensure camper safety is maintained.

The wage for those hired as a Coordinator is \$26/hr and the rate for Assistant Coordinator is \$25/hr.

QUALIFICATIONS

- Working towards a degree, or similar experience, in human services field including but not limited to: Social Work, Psychology, Education, Kinesiology or Nursing. Those with equivalent experience will also be considered.
- Excellent communication, planning and organizational skills.
- Confidence using a variety of strategies to prevent and manage behaviours of distress in a safe and effective manner.
- Knowledge of Autism and experience in the field.

TERMS:

1. Requires a consistent 40 hr/week commitment from April 30th- Aug 27th. Hours include evenings and weekends from May 1- 5th. Flexibility will be required throughout your term.
2. A vehicle, proof of third-party liability insurance, and submission of a driver's abstract is required.
3. A Criminal Record Check with vulnerable sector search is required and needs to be submitted before the start date. First Aid and CPR C Certification is recommended.

TO APPLY, EMAIL YOUR RESUME AND COVER LETTER TO Morgan Kuntz (morgan@autismresourcecentre.com) on or before January 20, 2026.

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

The Autism Resource Centre strives to achieve provincial equity targets set by the Saskatchewan Human Rights Commission and welcomes applications from all qualified individuals, including persons with disabilities, neurodiverse people, members of visible minorities, Indigenous persons, members of gender and sexually diverse groups. We encourage applicants to identify if they belong to any equity-seeking groups.