

**Job Title:** Future Focus Coordinator  
**Reports To:** President  
**Rate of Pay:** \$25-30/hour  
**Prepared Date:** 1/2024  
**For more information:** [info@allaboardforkids.com](mailto:info@allaboardforkids.com)



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All Aboard for Kids (AAFK) is a Central Iowa-based non-profit organization committed to providing opportunities and resources that support families and individuals living with autism spectrum disorder. Our mission is to promote growth in all areas of development for autistic youth through dynamic and engaging learning experiences. AAFK currently hosts 4 weeks of STEM-based summer programming for autistic children in grades K-12 as well as a workplace readiness program for autistic teens ages 14-young adult. Both programs are located in Ames, Iowa.

### **RECRUITMENT STATEMENT**

We are seeking a Coordinator to develop the curriculum and perform the day-to-day administration of Future Focus, our workplace readiness program serving youth ages 14-young adult. The Future Focus Coordinator will guide on-site classroom learning and community-based activities focused on pre-employment and adult readiness skills such as communication, teamwork, time management, and problem-solving.

Qualified applicants for this role should be energetic, creative problem-solvers with the instincts of a teacher/mentor and a heart for working with autistic youth, ages 14-young adult. This is a unique opportunity to have an immediate, positive impact on youth in your community, as well as gain hands-on experience with a growing, local non-profit.

### **SUMMARY**

- The Future Focus Coordinator works closely with AAFK's Leadership Team to further the mission of AAFK by guiding participants in engaging, experiencing, and exploring activities centered on functional life and workplace readiness skills. The Future Focus Coordinator, supported by Peer Support Coaches, will be an active, encouraging source of information, feedback, and support to these emerging adults during all program activities.

### **PROGRAM DUTIES AND RESPONSIBILITIES**

#### **January-May:**

- Develop a fun and engaging curriculum of on-site classroom activities and a schedule of community learning experiences for each week Future Focus is in session
- Identify and establish partnerships with local businesses, organizations, and employers to create opportunities for participants to gain real-world work experience
- Regular check-in's with AAFK's Leadership Team

#### **June-July:** On location from 12:45 pm to 3:45 pm M-Th, during program sessions (June 17 - July 18)

- Execute curriculum and guide on-site activities - be adaptable and adjustable based on the needs of participants each week
- Establish daily routines and schedules and implement them accordingly
- Coordinate community-based activities to facilitate skill development, independence, and integration into the workforce.
- Accompany participants to community-based activities (service learning projects and workplace visits), providing guidance and assistance as they navigate different environments
- Supervise and ensure the safety of program participants in all environments
- Supervise and collaborate with Future Focus Peer Support Coaches
- Assist in student Impact Surveys to track participant progress
- Maintain communication with the Leadership Team regarding community outings and special guests
- Maintain communication with the Leadership Team regarding supplies, snacks, and other needs as they arise
- Work closely with the Leadership Team and Peer Support Coaches to ensure a successful learning experience for all
- Agree to fulfill the terms of the contract of employment

**PREFERRED EDUCATION and/or EXPERIENCE**

- Certification in primary or secondary education is preferred. Consideration will also be given to qualified candidates working toward certification or with equivalent experience in a related field
- Formal training in the field of special education is not required, although experience with the special needs population, specifically autism, is definitely a plus

**WORKER CHARACTERISTICS**

- Excellent communication skills with an ability to establish rapport with team members and the children we serve
- Patience, positivity, and a passion for kids is a must
- Adaptability
- Successful completion of a standard background check is required

**ESSENTIAL PHYSICAL FUNCTIONS**

- Ability to stand for long periods of time
- Ability to go from sitting to standing from the floor
- Ability to operate iPad, computer and other office equipment
- Position may require some degree of physical interaction with students who have difficulty controlling physical behavior