



Autism Society Colorado

Lead Facilitator – Parents/Caregivers of Children Online Peer Support Group

Position Title: Lead Facilitator

Reports To: Director of Programs

Position Type: Contract (as applicable)

Location: Remote – Colorado

Compensation: \$25-\$30 an hour

Position Summary

The Lead Facilitator of the Parents/Caregivers of Children (under 18) Peer Support Group plays a vital role in fostering a welcoming, supportive, and open virtual space for individuals and families affected by autism. You will be responsible for organizing and leading online support group sessions, nurturing a sense of community, and guiding discussions that address the unique challenges associated with autism spectrum disorders. Your role is essential in promoting peer-to-peer support, facilitating information sharing and discussions in a structured yet flexible sensory environment. As the Lead Facilitator, you will ensure that all participants share experiences, navigate challenges, and build a sense of community. This position is ideal for someone passionate about neurodiversity, experienced in group facilitation, and committed to fostering a respectful and engaging online space where autistic individuals and families can connect and support one another.

Key Responsibilities

- **Facilitation and Leadership:**
 - Plan and lead online peer support group sessions, ensuring a structured yet participant-driven approach.
 - Create a welcoming and inclusive atmosphere that fosters open discussion and mutual support.
 - Identify and address barriers to participation to ensure inclusivity.
 - Guide conversations on topics relevant to autistic individuals and families, including self-advocacy, relationships, mental health, and daily life experiences.
 - Ensure that discussions remain respectful and aligned with group guidelines.
 - Work alongside a Co-Facilitator to support group dynamics and participant engagement.
- **Program Planning and Coordination:**
 - Work with organizational leadership to align group initiatives with broader organizational goals, evaluations, and effectiveness.
 - Develop discussion themes, prompts, and activities tailored to the needs and interests of the group.
 - Adjust facilitation methods to accommodate diverse communication styles and accessibility needs.
 - Stay informed on relevant autism-related topics and resources to share with participants.
- **Community Building and Support:**
 - Foster an environment where participants feel comfortable expressing themselves and seeking support.

This description can be adjusted based on the organization's needs and specific requirements for the role.



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- o Encourage peer-to-peer connections while respecting individual communication preferences and comfort levels.
 - o Promote self-advocacy and empower participants to share their experiences and perspectives.
 - o Address conflicts or challenges in a solution-focused and supportive manner.
 - **Administration, Reporting, and Communication:**
 - o Maintain accurate records of meetings, attendance, and feedback.
 - o Prepare powerpoints, reports, and updates for groups and organizational leadership on group activities and progress.
 - o Ensure adherence to online safety protocols and group guidelines.
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Key Competencies

- **Leadership:** Ability to guide and inspire group discussions while fostering a supportive and respectful environment.
 - **Empathy and Sensitivity:** Demonstrates compassion and understanding of the unique challenges faced by individuals on the autism spectrum and their families.
 - **Conflict Resolution:** Skilled in addressing and resolving conflicts in a manner that maintains trust and respect among participants.
 - **Active Listening:** Strong ability to listen attentively and validate participants' experiences and emotions.
 - **Cultural Competence:** Respects and values diversity, demonstrating sensitivity to cultural, social, and individual differences.
 - **Facilitation Skills:** Experience in leading group discussions, ensuring equal participation, and maintaining focus on relevant topics.
 - **Adaptability:** Flexibility to respond to the dynamic needs of the group and adjust facilitation approaches as needed.
 - **Organizational Skills:** Capable of planning, documenting, and reporting group activities effectively.
 - **Collaboration:** Works cooperatively with co-facilitators, ASC staff, and participants to achieve group objectives.
 - **Resourcefulness:** Knowledgeable about autism-related services, supports, and best practices, with the ability to share and connect participants to helpful resources.
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Requirements and Qualifications

Education and Experience:

- Bachelor's degree in a relevant field (e.g., education, psychology, social work, business) or equivalent experience (preferred but not required).
- Experience facilitating peer support groups, preferably in an online setting.
- Knowledge of autism and neurodiversity, either through lived experience or professional work.

Skills and Attributes:

- Strong communication and interpersonal skills.
- Empathetic, patient, and supportive approach to facilitation.
- Ability to organize and lead structured, engaging discussions.
- Patient, compassionate, and skilled in fostering a supportive group dynamic.

This description can be adjusted based on the organization's needs and specific requirements for the role.



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- Comfortable leading discussions on a range of personal and sensitive topics.
- A commitment to creating inclusive and empowering spaces for autistic individuals in professional settings.

Technical Requirements:

- Access to a reliable computer, internet connection, and video conferencing tools (e.g., Zoom).
 - Familiarity with online moderation practices and digital accessibility considerations.
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Preferred Experience (Not Required)

- Experience working with or supporting neurodiverse communities.
 - Planning online or virtual meetings or programming.
 - Knowledge of accessibility best practices in meetings and events.
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Time Commitment

- Expected hours of 4–8 hours per month, including meeting time, preparation, and networking.
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Application Process

Interested candidates should submit a brief cover letter outlining their qualifications and interest in the role and resume to program@autismcolorado.org. Applications will be reviewed on a rolling basis until the position is filled.

This description can be adjusted based on the organization's needs and specific requirements for the role.