



Co-Facilitator for Parents/Caregivers with Twice Exceptional Children Support Group

The Co-Facilitator for support group online is a **contract** position with the Autism Society of Colorado.

Job Summary:

As a Co-Facilitator for Online Autism Support Groups, you will play an integral role in creating a welcoming and supportive virtual space for individuals and families affected by autism. Working alongside the lead facilitator, you will assist in organizing and leading online support group sessions, fostering a sense of community, providing guidance, and facilitating discussions to help participants navigate the challenges associated with autism spectrum disorders. Your collaborative efforts with the lead facilitator will help create a positive and nurturing online community, fostering emotional well-being and valuable connections among participants.

Primary Duties and Responsibilities:

- Work closely with the lead facilitator to plan and schedule online support group meetings. Act as lead facilitator if the lead facilitator is absent.
- Assist in managing the technical aspects of online meetings such as chats, including troubleshooting Zoom, being co-host, and acting as co-facilitator.
- Stay updated on current autism-related research, therapies, and resources. Offer guidance on accessing services, therapies, and educational resources.
- Assist in moderating discussions, ensuring respectful communication, addressing conflicts, maintaining reports, and records of attendance.
- Work with the lead facilitator to lead discussions on various autism-related topics. Share facilitation duties with the lead facilitator, taking turns leading sessions if necessary.
- Communicate and collaborate with ASC program manager for online groups.
- Create an inclusive and respectful atmosphere for all participants by fostering a sense of belonging and trust among group members.
- Encourage open and respectful communication and address conflicts to ensure an open space for all participants. Promote peer-to-peer support and networking.
- Attend **mandatory** ASC quarterly meetings and events (i.e. Annual Walk, Socials, Community Partner Events, etc.) throughout the year.

Requirements for the Position:

1. Must have a computer, able to utilize Zoom and Google Suite, and consistent access to reliable internet.
2. Knowledge and understanding of autism spectrum disorders and available autism-related resources and services.
3. Experience in facilitating support groups, preferably online.
4. Strong communication and interpersonal skills.
5. Empathetic and patient with excellent active listening skills.
6. Ability to handle sensitive and emotional discussions with care. Sensitivity to cultural and individual differences.
7. Must support and follow all support group guidelines and procedures.
8. Can have a bachelor's degree in psychology, social work, counseling, or a related field/ a certification in counseling or related (optional but beneficial).