

# EMBERS FOR ACCESS FOUNDATION

## Join the Embers Team

*Embers for Access Foundation · 2026 Recruitment*

info@embersforaccess.org · 1-877-708-1513 · embersforaccess.org

## JOIN THE EMBERS TEAM

*We are growing the team behind the RISE Program. The roles below are a mix of paid and volunteer, with hybrid options where the work allows it. Whatever you bring — clinical, organizational, fundraising, or governance — you will be in service of one core belief: cost should never be the reason a child does not get help.*

### How to apply

Apply through [embersforaccess.org/joinus](https://embersforaccess.org/joinus)

Tell us which role(s) you are interested in, attach a CV or short bio, and add a few sentences about why this work matters to you.

Roles are filled on a rolling basis. Successful candidates will be invited to a brief conversation with the Embers team before any onboarding paperwork is issued.

### Why Embers

The Embers for Access Foundation is a registered Canadian charity (Charity # 781588363 RR0001) reducing the financial, geographic, clinical, and educational barriers that keep neurodivergent children and their families from accessing the support they need. Our flagship initiative — the RISE Program (Respite, Inclusion, Skills & Education) — is rolling out in September 2026 across Durham Region and the Greater Toronto and Hamilton Area, with summer programming in Bowmanville. We are looking for people who care about doing this work well and sustainably.

### A note on paid vs. volunteer roles

Some of the roles below are paid positions, and some are volunteer roles supporting the Foundation's charitable programs.

Where the work allows, roles are hybrid — you can contribute partly from home and partly from the Bowmanville office, with the specific split agreed on a role-by-role basis based on the level of support needed and the requirements of the role (some roles, such as Summer Camp Leads, must be fully on-site for safety and supervision).

Volunteer roles are not employment relationships. They are governed by a Volunteer Agreement that sets out scope, conduct, confidentiality, and safeguarding expectations.

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### 1. Summer Camp Lead — Bowmanville

PAID	BOWMANVILLE	SEASONAL	
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Lead small groups of autistic children and youth through the Foundation's Low-Cost Therapeutic Respite Camp during July and August in Bowmanville. You will be one of the trusted adults who turns "summer" into something restorative for our families and meaningful for our campers.

#### What you will do

- Lead daily camp programming (sensory-friendly games, structured group activities, community outings, art and movement) under the supervision of a Clinical Supervisor or Lead Behaviour Analyst.
- Support campers in achieving individualized goals around communication, self-regulation, social skills, and independence — using the strategies modelled in your training.
- Maintain a safe, inclusive, and welcoming environment, with active line-of-sight supervision at all times.
- Document attendance, incident reports, and end-of-day handover notes accurately and on time.
- Communicate professionally and warmly with parents and caregivers at drop-off and pick-up.
- Mentor and support student practitioners and volunteers assigned to your group.

#### Who we are looking for

- Post-secondary student or graduate in a related field (Autism & Behavioural Sciences, Child & Youth Care, Education, Social Work, Psychology, Recreation, or similar) — or equivalent demonstrated experience.
- At least one summer of camp, classroom, or therapeutic experience working with neurodivergent children or youth.
- Standard First Aid + CPR-C (current); willingness to complete CPI, NDBI, AAC, and Foundation-required training before the program start.
- Clean Vulnerable Sector Police Check (issued within the last 12 months).
- Patient, energetic, and able to think on your feet. Comfortable with a range of communication styles, including AAC users.

#### Time commitment & location

Approximately 35 hours per week for 6–8 weeks (July through mid-August), Monday to Friday daytime hours, with a paid one-week mandatory training and onboarding window before camp opens.

*On-site in Bowmanville, Ontario — this role is not eligible for hybrid or remote work.*

**Compensation \$18/Hour**

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Hourly wage in line with comparable Ontario therapeutic camp roles (specifics confirmed at offer). Some camp lead positions may be funded through the Canada Summer Jobs program; if so, additional eligibility criteria apply (ages 15–30, Canadian citizen / permanent resident / refugee, valid SIN).

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## 2. Fundraising Committee Member

VOLUNTEER

HYBRID

Join the volunteer committee that powers Embers' fundraising strategy. The committee meets monthly, plans signature campaigns, supports donor cultivation, and helps us build the philanthropic base that lets the RISE Program keep its sliding-scale fee promise.

### What you will do

- Attend monthly fundraising committee meetings (virtual or in person at the Bowmanville office) and contribute to the annual fundraising plan.
- Support 2–3 signature campaigns or events per year — corporate giving, community events, individual giving, grant prospecting, or similar.
- Help identify, cultivate, and steward prospective donors and sponsors within your network.
- Assist with the production of fundraising collateral, donor communications, and impact reporting.
- Champion Embers in your professional and community networks.

### Who we are looking for

- Background or active interest in fundraising, marketing, communications, finance, sales, community engagement, or charitable governance.
- Comfortable representing Embers professionally with prospective donors, sponsors, and partners.
- Reliable, follow-through-oriented, and able to maintain confidentiality with respect to donor and family information.
- Existing networks within Durham Region, the GTHA, or relevant industry communities are a strong asset.

### Time commitment & location

Approximately 4–8 hours per month, with peaks around campaigns and events. Initial term is 12 months, renewable.

*Hybrid — committee meetings can be attended virtually or from the Bowmanville office. In-person attendance is required for signature events and at least one in-person committee meeting per year.*

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### 3. Intake Screener

VOLUNTEER

HYBRID

Be the first warm, structured point of contact for families inquiring about RISE. You will receive incoming inquiries, walk families through the basic eligibility conversation, capture intake information accurately, and pass complete files to the Client Care Coordinator for matching and scheduling.

#### What you will do

- Respond to incoming family inquiries received through the website, phone, and email.
- Walk families through the standard intake conversation using approved scripts and screening questions.
- Capture intake information accurately in Foundation-approved systems (JaneApp / SummitClient.io once live).
- Confirm baseline eligibility (age, diagnosis status, OAP waitlist status, household income for sliding-scale fees) and flag complex situations for clinical review.
- Hand over complete intake files to the Client Care Coordinator with clear notes.

#### Who we are looking for

- Warm, calm, and family-centred communicator. You can hold space for families who are tired, stressed, or in crisis.
- Strong attention to detail and comfortable with structured intake forms.
- Familiarity with the autism services landscape, OAP, and disability funding in Ontario is an asset (training will be provided).
- Completion of mandatory privacy (PHIPA / PIPEDA) and child safeguarding training before going live.
- Clean Vulnerable Sector Police Check (issued within the last 12 months).

#### Time commitment & location

Approximately 4 hours per week, scheduled in 2- or 4-hour blocks during business hours, with flexibility for evening blocks once a week. Initial term is 6 months, renewable.

*Hybrid — most screening can be done from home using Foundation-secured tools. Periodic on-site work at the Bowmanville office is expected (e.g., new-volunteer onboarding, monthly debrief, supervision shadow shifts).*

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### 4. Board Member (Director)

VOLUNTEER

GOVERNANCE

Serve as a Director of the Embers for Access Foundation. As a registered Canadian charity, our Board carries ultimate fiduciary responsibility for the Foundation's mission, finances, and integrity. We are looking for Directors who bring strategic judgement, lived experience, professional expertise, and a real commitment to families navigating barriers to access.

#### What you will do

- Attend quarterly Board meetings and an annual strategic retreat (typically four 2-hour Board meetings per year + one half-day retreat).
- Serve on at least one Board committee (e.g., Governance, Finance & Audit, Fundraising, Programs & Quality, Equity & Inclusion).
- Approve the annual budget, audited financial statements, strategic plan, and major policies.
- Act as a public ambassador for the Foundation in your professional and community networks.
- Discharge your fiduciary duties — duty of care, duty of loyalty, and duty to act in the best interests of the Foundation — at all times.

#### Who we are looking for

- Bring expertise in one or more of: charitable governance, finance / audit, law, fundraising, autism / disability services, lived experience as a parent or autistic adult, education, healthcare, marketing / communications, or technology.
- Comfortable with the responsibilities of a director under the Ontario Not-for-Profit Corporations Act (ONCA) and the Income Tax Act (Canada) charity regime.
- Strong ethical compass and willingness to challenge the Executive Director constructively.
- No legal impediment to serving as a director under ONCA (i.e., not bankrupt, not under guardianship, not disqualified).
- Commitment to equity, diversity, and inclusion — particularly with respect to families historically excluded from autism services.

#### Time commitment & location

Approximately 4–8 hours per month on average, with peaks around quarterly Board meetings and the annual retreat. Standard term is two years, renewable up to a maximum of three consecutive terms.

*Hybrid — Board meetings rotate between the Bowmanville office and virtual format. The annual strategic retreat is typically in person.*

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#### **What you can expect from the Foundation**

A formal Board orientation, including ONCA and CRA charity governance basics, a tour of Foundation operations, and an introduction to the RISE Program.

Director and Officer (D&O) liability insurance covering your service in good faith.

A clear, written Board Member Agreement and Code of Conduct setting out fiduciary duties, conflict of interest, confidentiality, and indemnification.

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## Ready to apply?

### Apply now

Visit [embersforaccess.org/joinus](https://embersforaccess.org/joinus)

Select the role(s) you are interested in.

Attach a CV or short bio (1 page is fine) and tell us in a few sentences why this work matters to you.

We will be in touch within 10 business days. Roles fill on a rolling basis.

*Embers for Access Foundation is committed to equity, diversity, and inclusion in everything we do, including our recruitment and onboarding practices. We strongly encourage applications from autistic adults, parents and caregivers of autistic children, racialized people, Indigenous people, 2SLGBTQ+ people, and people from low-income communities.*

*All staff and volunteers working in roles that involve direct contact with children, youth, or family information are required to provide a clean Vulnerable Sector Police Check and to complete mandatory privacy, safeguarding, and accessibility training before going live.*

### Contact

Web: [embersforaccess.org/joinus](https://embersforaccess.org/joinus)

Email: [info@embersforaccess.org](mailto:info@embersforaccess.org)

Phone: 1-877-708-1513

Address: 68 King Street East, Bowmanville, ON L1C 3X2

Registered Charity Number: 781588363 RR0001