Full Spectrum Social

Event Host Role Description
Plan, Execute, Connect, and Support

Full Spectrum Social is an Autistic-led organization that is seeking up to three (3) enthusiastic volunteers to join us as Event Hosts. In this position, volunteers will create and facilitate events in Toronto for our group members to attend. We hope that everyone feels welcome to apply and that our volunteers reflect the large diversity of our group members.

Full Spectrum Social values the skills, abilities and talents that its members contribute to our goal of providing interesting, educational and fun social activities for Autistic adults. Through these activities, our members have enjoyed opportunities to socialize in safe non-judgemental spaces, while meeting new people and building community.

With our fast-growing member support over the last several years, the interest in our events has grown to such a degree that we need help to expand our activity base. Whether you are an existing or new member, or interested in becoming a member, you can make a difference by supporting a world where Autistic people are accepted, supported and included as valued members of society!

This is an opportunity for you to showcase your abilities and learn new skills, gain valuable experience and a possible job reference to support your career goals, or simply have fun doing something meaningful and productive with your time.

As Event Host, you will take on the following responsibilities:

- Report to the Event Coordinator. This includes ongoing communication before, during, and after events, as required
- Plan and facilitate approximately one event per month
- Research, schedule, and facilitate events for the group
- Post events to the Meetup page, including a date, time, location, description and all other relevant details
- Request event support from a Group Ambassador, as needed
- Arrive on time for each event and stay for the duration
- Wear a lanyard to be visible and identifiable to group members as they arrive

©2025 Full Spectrum Social Inc., Charity Number: 729584615RC0001

- Welcome and connect with attendees as they arrive. You can share relevant information with them, introduce them to other members, answer questions, and offer support as needed.
- Monitor for issues or problems
- Contribute in the ways that you want and feel comfortable with, to ensure that people enjoy our events and we continue to build our community of Autistic adults in Toronto.

The application process

- Send an email to info@fullspectrumsocial.org expressing your interest. Include your resume and answer the following question in the body of the email:
  What kind of events would you be excited to host for Full Spectrum Social?
- From there, we will schedule an in-person interview
- Candidates will receive a follow-up email within fourteen (14) days of their interview

If selected to become an Event Host, we will work closely with you to help you develop ideas for events and learn skills to have successful and enjoyable events for all. The hope is that each Event Host will be able to plan and execute events without supervision once they are settled into the role.

Our mission is to create space for Autistic adults to connect and build community. In these spaces, we promote authenticity, autonomy, and kindness. As part of this mission, we have a zero-tolerance policy regarding ableism, racism, homophobia, sexism, transphobia, fatphobia and other forms of discrimination. Furthermore, Event Hosts are encouraged to consider the needs of marginalized groups and be proactive in making them feel comfortable and welcome at our events.

Contact:

Danielle Pellatt-Hall
Event Coordinator
Full Spectrum Social
danielle@fullspectrumsocial.org
www.fullspectrumsocial.org

©2025 Full Spectrum Social Inc., Charity Number: 729584615RC0001