



Fitness and Nutrition Program Leader– Hoffman Estates, Contractor

Founded in 2003, GiGi's Playhouse Inc.'s mission is to change the way the world views Down syndrome through national campaigns, educational programs, and by empowering individuals with Down syndrome, their families, and the community. All programs are free and are therapeutic in nature. Each one of our programs is designed to work on specific skill development, including speech and language, literacy, socialization and fine and gross motor skills. GiGi's Playhouse currently has over 30 locations across North America and growing by several locations annually.

Job Description

The Fitness & Nutrition Program Leader is a goal-oriented conscientious individual who is responsible for piloting and implementing nutrition and fitness programs for individuals with Down syndrome at our flagship Hoffman Estates location. This individual will provide real-time feedback to the National Fitness & Nutrition Program Developer to assist in developing and modifying this program. In particular, this role will help validate program documentation, training information, equipment lists, progress metrics, workout progressions, and more. Further, this individual will assist in providing the primary media needed for program documentation, including participant pictures and videos.

Scope and Duration of Position:

- June 1, 2017 – December 31, 2017
- January 1, 2018- December 31, 2018
- Anticipated to be 25 hours per week

Reports To: Site Director at the GiGi's Playhouse Hoffman Estates

Essential Job Functions:

Program Delivery as the GiGiFit Program Leader at GiGi's Playhouse Hoffman Estates:

- GiGiFit Adults
 - 3 times per week for 45 minutes, 18 week sessions
 - All adults invited, including Career Development participants
- GiGiFit for Teens
 - 3 times per week for 45-60 minutes, 12 week sessions
- GiGiFit for Youth (6-12 year olds)
 - 1-2 times per week for 45 minutes, 8-12 week sessions
- GiGiFit for You & I (Birth–5 year olds)
 - 1-2 times per week for 45-60 minutes, 8-12 week sessions
- Incorporate GiGiFit Fitness and Nutrition into GiGi Prep/University Program, 12 week sessions
 - Fitness class, 3 times per week for 45 minutes
 - Teach classroom Nutrition portion of GiGi Prep/University during class hours in collaboration with local University volunteers, 3 times per week for 45-60 minutes
 - Incorporate teachings of food safety, sanitation, etc. into the healthy cooking, ordering out, bring your own healthy lunch during GiGi Prep/University class hours, 3 times per week for 45-60 minutes

Program Training Tools

- Provide feedback on the training materials for program leads, ease of access for playhouse staff and program leads, such as videos and other documentation on program execution
- Work with additional staff members to build program videos for participants to demonstrate proper movement techniques
- Maintain a library of quality marketing photos for fitness and nutrition-related programs on the portal
- Help build a library of recipes to use in nutrition portion of the program

Tracking Program Impact

- Work with National Program Manager and Fitness Committee to implement and measure participant progress metrics.
- Collect "before" and "after" data on all participants.

Program Development

- Provide feedback to the National GiGiFit Program Developer to continually improve program resources (e.g., curricula, activity ideas, program guides, parent tools, movement progressions, program materials, etc.) for all GiGiFit programs.
- Participate in the national fitness & nutrition committee to provide input and ideas for the program.
- Provide feedback on the program budget, direction and materials for all associated program enhancements.
- Identify best practices and program ideas with the program developer

Establishing a Training Regimen for GiGi Gianni

- As the brand spokesperson, GiGi needs to demonstrate a persona of health and nutrition, so she needs a training regimen to help fulfill that need.
- Work with founder Nancy Gianni on strategies to help execute the training program with her daughter, which may include participation in GiGiFit Teen program.

Competencies

- **Inspirational Leadership** - Exhibits confidence in others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Displays passion and optimism; Mobilizes others to fulfill the vision.
- **Team Work**: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- **Written and Oral Communication**: Ability to express ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- **Planning/Organizing**: Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism**: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Adaptability**: Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience**: At least 5 years' experience leading fitness and nutrition-related programs, including program design.

- **Certifications:** Current CPR Certification
- **Language Skills:** Ability to read, analyze, and interpret general business procedures and instructions. . Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills:** Ability to add, subtract, two digit numbers ant to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.
- **Computer Skills:** To perform this job successfully, an individual should be proficient in Microsoft Office and multimedia applications.
- **Physical Demands:** The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual is regularly required to lead and demonstrate physical fitness activities, speaking to and listening to participants. The individual is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The individual is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The individual must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.
- **Work Environment:** The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

GiGi's Playhouse Core Values: GiGi's challenges all staff and volunteers to embody the following core values:

- **Enthusiasm:** Bringing positive, high energy to our work
- **Best of All:** Always looking to improve in all that we do. Challenge yourself every day.
- **Get It Done:** Making things happen and blasting through barriers when needed; figure it out.
- **Believe:** Believe in ourselves, believe in our mission, believe we can achieve all that we set out to achieve
- **Locally Concerned, Enterprise Minded:** Bringing our Best of All to our local playhouse while being mindful of how our work affects the broader GiGi's network.