



National Fitness and Nutrition Program Developer – National Office, 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 National Fitness & Nutrition Program Developer located at our flagship location in Hoffman Estates is a goal-oriented conscientious individual who will develop the GiGi's Playhouse nutrition and fitness programs for individuals with Down syndrome. In particular, this role will create a replicable stand-alone GiGiFit program to be executed in locations across North America by leveraging the GiGi's Playhouse flagship location in Hoffman Estates as a pilot. In addition, this individual will incorporate fitness and nutrition objectives and lesson plans into other Signature programs, such as GiGiU, Teen Tastic, etc. Crafting a replicable program includes clear documentation and ensuring program excellence and consistency across a distributed network by defining and delivering training for program leaders as well as measuring program quality and impact on participants.

Scope and Duration of Position

- Full time role
- 12 month grant funded position with monthly scope of work
- June 1, 2017 – May 31, 2018 (can start earlier if available)

Reports To: National Program Manager at the GiGi's Playhouse National Office.

Essential Job Functions:

Research & Program Development

- Research and develop fitness and nutrition programming for individuals with Down syndrome, leveraging staff and programs from across the GiGi's network. Programs include GiGiFit You & I (Birth-5), GiGiFit Youth (5-12 year olds), GiGiFit Teens, GiGiFit Adults, GiGiU nutrition, GiGiU fitness.
- Develop GiGiFit program goals, objectives & metrics for both nutrition and fitness.
- Ensure robust and continually improving program resources for GiGiFit, accommodating individuals across multiple age groups and abilities. This includes documenting new program content into the formalized structure of a GiGi's Signature program and also to be packaged as part of a mobile program kit, including:
 - Curricula and program structure
 - Parent Tools and Take Home Resources
 - Library of Purposeful Movement Progressions along with descriptions
 - Program Materials and Equipment Lists
 - Work-out Lists
 - Program Guides
 - Healthy Cooking Library or recipes

- Identify additional fitness and nutrition-related program needs to be incorporated into other Signature Therapeutic-Based programs; leverage existing examples of successful execution across the GiGi's network.
- Assist in managing the National Fitness & Nutrition Committee to ensure proper focus and execution of deliverables across the network. Include participants from across the network as well as subject matter experts.
- Determine clear budget, direction and timelines for all associated program enhancements.
- Leverage the Hoffman Estates Fitness & Nutrition Program Leader for feedback and adjustments of programs

Program Training Tools

- Develop comprehensive and continually improving training materials for playhouse staff and program leads, such as videos and other documentation on program execution
- Assist in building 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

Quality Control and Program Scalability

- Ensure a replicable model exists for implementing all GiGiFit programming, including easy access to all tools and resources on shared portal as well as sharing information and updates in a monthly program call with Playhouse representatives from across the network.
- Collect and distribute best practices and program ideas across the network.

Tracking Program Impact

- Work with National Program Manager and Fitness Committee to develop and implement the use of objective impact metrics.
- Partner with IT team on technical solutions for tracking results to maximize network adoption
- Report on program participation and impact across all Playhouses.

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.
- Project Management: Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.
- 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.
- Innovation: Meets challenges with resourcefulness.
- 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.

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.
- Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. 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 and 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.