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## **Program Coordinator**

Founded in 2003, the mission of GiGi's Playhouse is to increase positive awareness of Down syndrome through national campaigns, educational programs, and by empowering individuals with Down syndrome, their families and the community. All programs are free of charge and are educational or therapeutic in nature. Each program is designed to work on specific skill development, including speech and language, socialization and fine and gross motor skills.

### **Job Description:**

GiGi's Playhouse programs are innovative and educational programs for children and adults with Down syndrome, designed to develop confidence, health and "the whole self". The Program Coordinator ensures that all programs at the Indianapolis location operate efficiently, which means making sure that they are staffed accordingly and follow the established, structured curriculums. Interacting well with people at all levels of the organization is necessary - daily communication with staff, volunteers and participants with Down syndrome and their families will be needed in this role to be successful. A flexible schedule is a must and you must be able to cover shifts when needed, including nights and weekends.

### **Skills:**

- Capacity to manage projects effectively and meet conflicting deadlines
- Disposition to interact directly with children and adults with Down syndrome and their families
- Ability to work collaboratively and professionally with corporate staff, board members, committee members, volunteers, families, and donors
- Mentoring skills
- Ability to problem-solve, be creative, open-minded, resourceful and flexible
- Ability work effectively in a fast-paced, team-oriented work environment
- Strong written and oral communication skills

### **Requirements:**

- Bachelor's Degree (or higher) in special education, social services, OT/PT or a related field
- Advanced proficiency in Microsoft Office
- Technology savvy
- 3-5 years of experience working with adults with special needs
- Success at recruiting, working with and managing high volume of volunteers
- Experience scheduling/managing programs or activities

### **Key strengths:**

- Outreach and marketing
- Leadership skills
- Innovative and resourceful
- Participant application and interview process
- Volunteer and intern recruitment, training, scheduling and supervision (100+)

- Direct instruction of students
- Program evaluation and data entry

**Reports To:** Indianapolis Executive Director

**Specific Accountabilities:**

- Recruits volunteers (e.g. Signup Genius, Donor Perfect, flyers, email, etc.)
- Orients, onboards, trains and manages volunteers
- Schedules volunteers to best accommodate curriculums
- Ensure all programs meet the stated objectives and branding messages delivered by the GiGi's Playhouse national office
- Manage Literacy and Math Coordinators at the Indianapolis location (volunteer roles)
- Becomes an expert at Donor Perfect (relational database tool) to document and track volunteer activity and program participation
- Creates and adapts online calendar with all classes, programs and events happening at Indianapolis location
- Maintains a project log for ongoing improvement of current programs and activities to help inform better solutions for the Indianapolis location
- Informs and inspires families, volunteers, donors and other constituents via social media and email newsletter campaigns by sharing pictures, news, events, volunteer needs, stories, etc. via Constant Contact, Facebook, etc.

Please send your resume, cover letter and salary requirements to Denisse Jensen, Executive Director:  
[djensen@gigisplayhouse.org](mailto:djensen@gigisplayhouse.org) .