



Down Syndrome Achievement Centers  
educate. inspire. believe.

## **Program Internship – Literacy Coordinator (Non-Paid)**

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GiGi's Playhouse is an established series of Down Syndrome Achievement Centers. Serving children and adults of all ages, each Playhouse provides educational, therapeutic and career development programs at no charge to families; and in a format that individuals with Down syndrome learn best. All programs aim to maximize self-confidence and empower individuals to achieve their greatest potential. Founded by GiGi's Mom in 2003, GiGi's has grown into a network of 31 Playhouses including the first international Playhouse in Queretaro, Mexico. Last year, over 25,000 participants benefited from Playhouse programs

### **Program Overview**

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The Literacy Coordinator Intern is responsible for supporting and overseeing the GiGi's Playhouse Literacy Tutoring Program. The Literacy Coordinator Intern works collaboratively with the Program Coordinator and team of Literacy tutors to provide a high quality, outcome-driven Literacy Tutoring Program, in alignment with the program model developed by GiGi's Playhouse, INC. The Literacy Coordinator Intern will demonstrate strong program management, volunteer management, strong communication skills and relationship development skills. This position requires a commitment of 4-6 hours per week.

#### **SPECIFIC DUTIES:**

- Oversees the program planning timeline to ensure deadlines and target dates are met
- Facilitates the registration process using online registration tools in Donor Perfect database, responds to all incoming inquiries and requests for program registration
- Responsible for scheduling and matching tutors with students, as well as communicating the schedule to all involved
- Maintains Literacy Program information in Donor Perfect database, including entering tutoring schedule, attendance, notes from tutors regarding tutoring sessions activities and assessments
- Responsible for maintaining the Playhouse's Literacy library and resources; communicates with Literacy tutors regarding books and supplies
- Supports Literacy tutors and volunteers in their role with the Literacy Program
- Coordinates, schedules and facilitates trainings before each session and provides on-going training as needed
- Responds to Literacy phone calls, emails and inquiries in a timely and professional manner

#### **QUALIFICATIONS AND EXPERIENCE:**

Enrolled in a Bachelor's Degree or Master's Degree program.

The Literacy Coordinator role is largely administrative and requires a candidate with the following skill set:

- Knowledge of computers and data entry with experience using Microsoft Office suite of programs
- Excellent communication skills, positivity and enthusiasm for GiGi's Playhouse

For more information, or to apply for this position, please send a cover letter and resume to Denisse Jensen, Executive Director, [djensen@gigisplayhouse.org](mailto:djensen@gigisplayhouse.org) .