



GiGiFIT Coordinator Job Description

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 62 locations across North America and growing by several locations annually.

Job Description:

GiGi's Playhouse programs are innovative therapeutic and educational programs for children and adults with Down syndrome, designed to develop confidence and the development of a broad variety of skills – educational, therapeutic and career development.

The GiGiFIT Coordinator is responsible for organizing and leading GiGiFIT sessions that focus on improving strength, balance, coordination, and motor planning in participants of all ages. Rooted in physical therapy principles and designed specifically for individuals with Down syndrome, GiGiFIT promotes wellness, builds self-confidence, and supports independence.

The GiGiFIT Coordinator ensures the program is implemented with fidelity to the national GiGiFIT model, adapts activities as needed to meet participant needs, and collaborates with staff, volunteers, and families to promote ongoing progress and inclusion.

Reports To: Site Director of local Playhouse

Responsibilities:

This temporary, part-time contracted position offers 5-10 hours per week of in-person work supporting one or more programs within our GiGiFIT series of programs. The position involves leading weekly 45-60-minute classes for various age groups, which may include Infant, Preschooler, Kids 6-9, Kids 10-12, Teen, and Adult, during three program sessions: spring (12 weeks), summer (12 weeks), and fall (12 weeks). This opportunity is made possible through restricted grant funding from the Stark Community Foundation. The key responsibilities include:

- **Program Delivery & Participant Support:** Implement GiGiFIT programming according to the GiGi's Playhouse model, ensuring sessions are purposeful, engaging, and tailored to meet participant needs.
 - Monitor participant progress and adapt activities as needed to support gross motor development, strength, coordination, and confidence.
 - Monitor and evaluate program success and apply strategies for program execution improvements.



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- Collaborate with program leaders in creating program lesson plans and ensure that they are utilizing materials and curriculum.
- Tracking & Metrics: Maintain accurate attendance and progress records for all sessions. Track participant outcomes using pre- and post-assessment tools and provide updates to families and leadership as needed.
- Family & Caregiver Engagement: Serve as a resource to families by providing guidance on exercises, home carryover strategies, and tips for encouraging physical activity and independence outside of sessions. Ensure all program registration materials are completed by each participant for the program (e.g. application, waivers, health history, allergies, Quality of Life impact, etc.).
- Collaboration with National Office: Work with the National Program Committee and local Program and Volunteer Coordinator to review and revise the program as appropriate to improve the effectiveness of service delivery. Attend monthly meetings to share successes, challenges and program feedback.
- Local Collaboration: Communicate with local staff and volunteers to ensure successful program delivery.
- Community Partnerships: Coordinate with the local Program and Volunteer Coordinator to engage volunteers and students. Build relationships with local therapists, schools, universities, and organizations to strengthen program quality and outreach.

Competencies

- Teamwork: 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.
- Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- 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.
- 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.
- Innovation: Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- 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.
- Quality: Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Customer Service: Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance;



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meets 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:** Bachelor's degree in Physical Therapy, Occupational Therapy, Recreation Therapy, Exercise Science, Kinesiology, or a related field. Over two years' experience working with individuals with Down syndrome or other developmental disabilities is strongly preferred.
- **Certificates, Licenses, Registrations:** Current certification or licensure in a related field (e.g., PT, PTA, OT, COTA, CTRS, or personal training) is preferred but not required. CPR/First Aid certification required or willingness to obtain.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook)
- **Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. 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 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.
- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee 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 employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk; sit and reach with hands and arms. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee 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 employee encounters while performing 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 employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

GiGi's Playhouse Core Values: GiGi's Playhouse 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.



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- 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.

The job duties listed in this job description may not be inclusive of all requirements of this position. Other duties may be assigned by your supervisor.