



Down Syndrome Achievement Centers
educate. inspire. believe.

Math Coordinator Position Description

Founded in 2003, GiGi's Playhouse's mission 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 and are educational and/or therapeutic in nature. Each program is designed to work on specific skill development, such as speech and language, math and literacy, socialization or fine/ gross motor skills.

The Math Coordinator is the key volunteer supporting and overseeing the GiGi's Playhouse Math Tutoring Program. The Math Coordinator works collaboratively with the Site Coordinator and team of Math Volunteers to provide a high quality, outcome-driven Math Tutoring Program according to the program model developed by GiGi's Playhouse, Inc. This volunteer position requires a commitment of 5-12 hours per week but may be shared by two or more volunteers. We highly recommend splitting this position between co-coordinators.

Responsibilities:

- Support Math Trainers, Math Tutors and Volunteers in their role with the Math Program
- Participates in monthly National Program conference calls with GiGi's Playhouse, Inc. and relays information on program development/ enhancements to the team of Math Volunteers at the Playhouse.
- Participates in National Coordinator Meetings held 6 weeks before each session starts.
- Oversees the program planning timeline to ensure deadlines and target dates are met
- Provide tutors with access to the Math Tutor Training videos in the GiGi's Training Site to guide them through GiGi's Playhouse Curriculum and make sure they have access to and are using our program materials.
- Coordinate, schedule and attend the On-site Workshop Trainings before each session.
- Update the Math Team Tutor Channel each session with new passwords and activity information.
- Update the Math Team channels to reflect the current participants/tutors.
- Support Math Trainers/leaders as they provide on-going training as needed

- Facilitate the application process, in collaboration with Site Coordinator, using online registration tools in Salesforce database, respond to all incoming inquiries and requests for program registration.
- Responsible for scheduling and matching tutors with participants, as well as communicating the schedule to all involved
- Check with the site coordinator to ensure all Math Program information in Salesforce is complete and correct, including using the tutor-matching function, attendance and end-of-session progress tracking.
- Responsible for maintaining the Playhouse's math resources, communicates with Math Tutors regarding supplies
- Occasionally check tutor lesson plans and progress trackers and ensure they are utilizing materials and curriculum to GiGi's standards of excellence.
- Responds to Math phone calls, emails and inquiries in a timely and professional manner
- Communicates with Site Coordinator and Program Committee to ensure successful program delivery
- Check the Math Tutoring Engage page regularly for updates and share any reflections or questions for the network on this platform.
- Coordinate virtual and in person program needs

Experience/ Qualifications:

The Math Coordinator role is largely administrative and requires a Volunteer with the following skill set:

- Moderate knowledge of computers and data entry with experience using Microsoft Office suite of programs, especially Teams, Excel, Outlook and PowerPoint
- Excellent communication skills, positivity and enthusiasm for GiGi's Playhouse
- Previous Volunteer coordination/ leadership role