



Indianapolis, IN

Program Internship – Program Leader (Non-Paid)

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

The Program Leader works collaboratively with the Program Coordinator and team of program volunteers to provide a high quality, educational/therapeutic Programs, in alignment with the program model developed by GiGi's Playhouse, INC. The Program Leader will demonstrate strong program management, volunteer management, strong communication skills and relationship development skills. This position requires a minimum commitment of 10 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 database, responds to all incoming inquiries and requests for program registration.
- Oversees the Playhouse program and event schedule.
- Serves as the primary contact for all Program Leaders. This may include the following: confirm the schedule, maintain engagement, ensure they have the tools needed to carry out outcome-driven programs, plan and facilitate trainings.
- Reviews program participation reports monthly and works collaboratively to increase participation.

QUALIFICATIONS AND EXPERIENCE:

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

The Program Leader 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.