



## **Program Leader-Virtual Internship (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 48 Playhouses including the first international Playhouse in Queretaro, Mexico.

### **Program Overview**

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The Program Leader works collaboratively with the Operations Manager 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 of 15 hours per week.

#### **SPECIFIC DUTIES:**

- Oversee or assist with various programs and events offered with GiGi's At Home.
- 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 calendar.
- 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. Using online tools: GoToMeeting.
- Attend virtual meetings associated with the Playhouse and affiliated groups; including, staff meetings, trainings and outreach meetings.

#### **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.
- Ability to achieve public relation objectives through speaking engagements and use of media.
- Ability to interpret to the public the program, its philosophy and objectives through all suitable means.
- Ability to establish and maintain cooperative planning and working relationships with other public and volunteer community agencies.

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) .