



Program Leader-Part Time/Seasonal

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 over 50 locations across North America and is growing by several locations annually.

Reports to: Program Manager

Job Description:

The part-time Program Leader will facilitate programs at GiGi's Playhouse Indianapolis. Responsibilities may include lesson planning, implementation, and leading of assigned programs which may include sports, fitness, arts and culture, social enrichment, and special events.

Essential Job Functions:

- Program Planning and Implementation
 - Create, organize, and facilitate a variety of programs, including but not limited to sports, fitness, arts and culture, social enrichment, and special events
 - Able to instruct adaptive recreation activities enthusiastically and effectively for a variety of age groups
 - Supports participants in all GiGi's Playhouse programs or events
- Playhouse Support
 - Maintains a safe and clean Playhouse environment
 - Reliable attendance and timeliness to scheduled shifts
 - Attend and participate in professional development meetings and trainings
 - Performs other related work as required

Knowledge, Skills, & Abilities Required to Perform Essential Job Functions:

- Ability to work a varied schedule including days, evenings, and weekends
- Ability to assess people and varying situations, and act accordingly
- Ability to establish and maintain effective working relationships with employees, families, and the public
- Ability to communicate effectively orally and in writing; ability to give and understand oral and written instructions
- Ability to work effectively with people with disabilities
- Knowledge of the needs of participants with a disability without exclusion
- Ability to modify and adapt program activities to meet participants' interests and needs
- Ability to provide guidance, assistance, and interpretation in specific situations
- Interact and communicate in a positive, professional manner with team, students, and public
- Ability to maintain prompt and regular attendance
- Ability to work in an indoor or outdoor environments
- Ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching, and crawling, and that might involve the lifting, carrying, pushing and/or pulling of objects and materials weighing 10 pounds

Qualifications

- At least one year's instruction experience in leading programs and working with individuals with disabilities
- Recreation Therapy or Special Education background preferred
- Minimum 18 years of age
- Must pass a background check

GiGi's also 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.
- **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 GiGi's while being mindful of how our work affects the broader GiGi's network.

Additional Information

This is a part-time, hourly position, averaging 10-15 hours per week. Schedule is flexible and will vary depending on program hours, most of which take place in the afternoons, evenings, and weekends.