



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 Playhouse has grown into a network of 58 Playhouses including the two international Playhouses in Mexico.

Program Overview

The Program Leader works collaboratively with the Program Manager and team of program volunteers to provide a high quality, educational and 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:

- Designs and executes tailored lesson plans for GiGi's Indy programs
- Maintains a clean and organized Playhouse to ensure safety and a positive environment
- Assists and is actively involved with playhouse outreach
- Works alongside of the Executive Director, Operations Manager, and Programs Manager with duties associated with managing a nonprofit
- Light office/clerical work
- Be a voice and a face for the playhouse and the GiGi's network as a whole
- Capture and create program highlights for marketing purposes
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE:

- Must be able to commit to the full duration to the internship
- Basic Microsoft Office skills
- Excellent communication skills, positivity, and enthusiasm for GiGi's Playhouse
- Experience in the field of disabilities, non-for-profits, is preferred but not required
- Pass a background check

GiGi's also challenges all staff and volunteers to embody the following core values:

- **Enthusiasm:** Bringing positive, high energy to 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.

For more information, or to apply for this position, please send a cover letter and resume to Elizabeth Richards, Executive Director, at erichards@gigisplayhouse.org.