

Program Coordinator Position Description

GiGi's Playhouse Milwaukee is excited to announce that we are hiring! We are currently looking for a part-time Program Coordinator to help facilitate the FREE programs offered in-person at our Fox Point Down Syndrome Achievement Center, at additional sites, and through our virtual platform. Hours are somewhat flexible but include Saturdays and at least one evening per week. A background in education and/or project management is very helpful but not necessary; college education is desired.

*GiGi's Playhouse INC was founded in 2003. The Milwaukee Playhouse (#22) is one of many Playhouses across the U.S. and in Mexico. We opened on World Down Syndrome Day, March 21, 2015. At GiGi's Playhouse Milwaukee, we are changing the way the world sees Down syndrome and promoting acceptance for all, because individuals with Down syndrome are more like their peers than different. We do this by offering **FREE** educational, therapeutic, and social programming for individuals of all ages and all abilities. Our warm, supportive, welcoming family environment is open for all to learn, socialize, play and grow together.*

Responsibilities:

The Program Coordinator supports and oversees all GiGi's Playhouse Milwaukee programs. The Program Coordinator works collaboratively with the Program Committee and Operations Director and is the primary contact for families, Program Leaders, and Volunteers. The Program Coordinators main goal is to oversee high quality, outcome-driven programs based on the models developed by GiGi's Playhouse INC. This paid position includes the following responsibilities:

- Commitment of weekly part-time hours, with the possibility of growth, including Saturdays and at least one night per week at programs. Other hours are flexible and there is potential for growth.
- Periodically attends programs to give feedback and aids volunteers in facilitating program enhancements. Also, takes/collects photos taken at programs.
- Communicates regularly with Playhouse families to establish feedback, needs, and availability
- Responds to program phone calls, emails and inquiries in a timely and professional manner
- Collaborates with Operations Director about volunteers and families interested in session-based programming (tutoring, GiGiFIT, GiGi Prep, Book Club, etc.)
- Is the main contact for Volunteers
 - Schedules and facilitates Volunteer Trainings
 - Follows up with new volunteers to complete the onboarding process and support them as they join programs
- Is the main contact for Program Leaders
 - Schedules and facilitates Annual Program Leader Trainings and when new leaders are identified throughout the year
 - Provides additional training, support materials, lesson plans, and idea generation as needed
 - Confirms monthly schedules, discusses programming activities, and ensure that leaders have the tools needed to carry out outcome-driven programs
 - Follows up after programs to address challenges, successes, and provide guidance and support
- Collaborates with the Playhouse Programming Team to increase participation and engagement
 - Develop marketing plans
 - Program enhancements and materials needed
 - Discuss volunteer needs
 - Develop the program and event schedule to avoid over/under programming
 - Review program participation, outcomes, and Best of All stories
 - Assists in honoring and thanking our volunteers' successes and commitment annually
- Potential for growth: Oversee the math, literacy, and speech tutoring programs. This would include training and overseeing tutors, communicating with families, scheduling, and program development to ensure well-run, outcome-driven sessions that are positive for both tutors and students/families.

Desired Traits:

- Understands that there are a wide variety of learning styles and is willing to support people of all ages and all abilities including but not limited to all participants, volunteers and families
- Has an outgoing and engaging personality
- Possesses a positive attitude
- Enjoys meeting new people
- Is a mature and independent person capable of problem solving and individual project management

Experience/ Qualifications:

The Program Coordinator role is largely administrative and requires a person with the following skills:

- College education
- Excellent communication skills, positivity and enthusiasm for GiGi's Playhouse and our mission
- Is organized and can work independently
- Previous experience in coordinating with others in a team atmosphere and/or leadership role
- Experience using Microsoft programs, email, virtual, and social media platforms
- Knowledge of child development, special education, or other education background is not necessary but is beneficial

To apply please send resume, letter of interest and three references to milwaukee@gigisplayhouse.org

Find additional information about GiGi's Playhouse Milwaukee at <https://gigisplayhouse.org/milwaukee/> or by calling (414) 797-0522.