



## **National GiGi's At Home Specialist**

Founded in 2003, GiGi's Playhouse's mission is to increase positive awareness of 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 educational and/or therapeutic in nature. Each program is designed to work on specific skill development, such as speech and language, literacy, socialization or fine/ gross motor skills.

### **Job Description**

The National GiGi's At Home Specialist is a goal-oriented, conscientious individual who is responsible for assisting with the operational success of GiGi's Playhouse's Virtual Playhouse through consistent educational and therapeutic program delivery while facilitating connections and a sense of community. This includes helping to establish and measure program quality, impact and participation metrics and define and deliver related training, guidance and support to volunteers and families. The National GiGi's At Home Specialist works closely with the National Program Director, other national staff members and volunteers.

### **Essential Job Functions:**

#### GiGi's At Home

- Works with volunteers and staff to plan, organize and recruit for GiGi's At Home Live programs and resources
- Works with volunteers and staff to plan, organize and create materials for GiGi's at Home On Demand programs and resources
- Upkeep and management of the GiGi's At Home website
- Data collection and management of program participation and outcomes for GiGi's At Home
- Assists with marketing programs and showcasing the impact

#### Program reporting, analysis and quality

- Assist in reporting on ensuring program quality and scalability across the network, including program participation and impact for programs that are application/registration based, and for those that are tracking progress in database.
- Assist in ensuring locations are using the materials created as intended to assist with program scalability, replicability and impact.
- Monthly reporting "rogue" programming/material usage
  - Sustainability check for Social Media, Canva, Playhouse drive, Website check (includes calendar)

#### Program SOP and training development

- Assist in creating SOPs and trainings for use by the network.
- Assist in uploading and monitoring the program training site

#### Lesson plan development and professionalization of others' lesson plans

- Assist in creating program resources and materials for use by network locations (lesson plans, activities, etc.) to be used by volunteers in programs ensuring purposefulness, goals are being met and components with progressions as assigned.
- Review Specialty programs and assist in the categorizing of programs
- Review lesson plans from network and ensure appropriate program components are addressed

#### Analyze and aggregate program impact results

- Assist in aggregating impact results network-wide for use in grant-writing opportunities and assist with program-related language for grant-writing, particularly with regard to impact statements.
- Work with program-related staff and committees to implement the use of objective impact metrics for all programs and partner with IT team on technical solutions for tracking results to maximize.
- Check Sales Force for data clean up reporting and ensure program enrollments, matching and outcomes are reported
- Track data on program training modules-Ensure volunteers and staff are being trained

Other items as delegated by the National Program Director

### **Skills and Competencies Needed**

- **Organization and planning:** Plan, organize, schedule and budgets in an efficient, productive manner. Focuses on key priorities.
- **Communication:** Speaks and writes clearly and articulately without being overly verbose or talkative. Maintains this standard in all forms of communication, including email
- **Teamwork:** Reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship.
- **Intelligence:** Learns quickly. Demonstrates ability to quickly and proficiently understand and absorb new information
- **Analytical skills:** Able to structure and process qualitative or quantitative data and draw insightful conclusions from it. Exhibits a probing mind and achieves penetrating insights.
- **Attention to Detail:** Does not let important details slip through the cracks or derail a project
- **Flexibility/adaptability:** Adjusts quickly to changing priorities and conditions. Coped effectively with complexity and change.
- **Work ethic:** Possesses a strong willingness to work hard and sometimes long hours to get the job done. Has a track record of working hard.
- **Openness to criticism and ideas:** Often solicits feedback and reacts calmly to criticism or negative feedback.
- **High Standards:** Expects personal performance to be exceptional; improves processes to continually improve operations.
- **Collaboration:** Ability to work collaboratively and professionally with national office staff, board members, committee members, volunteers, families, and donors. Ability to work collaboratively within the community; expand networking opportunities for GiGi's Playhouse. Exhibits good listening and comprehension; keeps others adequately informed.
- **Use of Technology:** Adapts to new technologies; Demonstrates required skills; Keeps technical skills up to date. Troubleshoots technological problems; Uses technology to increase productivity.
- Disposition to interact directly with individuals with Down syndrome and their families.

### **Requirements**

- Proficient in using technology as a management reporting tool; demonstrated proficiency in Microsoft Office and multimedia applications
- Bachelor's degree preferred

### **GiGi's Playhouse Core Values:**

GiGi's 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 playhouse while being mindful of how our work affects the broader GiGi's network.

**Reports To:** National Program Director at the GiGi's Playhouse Inc. National Office.

To Apply: Email resumes to [careers@gigisplayhouse.org](mailto:careers@gigisplayhouse.org).