



## **Program Coordinator**

**JOB TITLE: Contractor - Program Coordinator**

**PROGRAM: Explore ICT**

**LOCATION: Wichita, KS**

**PROJECT COMPENSATION: \$14-16/hour**

### **Length of program**

Training and Orientation – Sept. 1st-3rd

Fall Semester – Sept. 7<sup>th</sup> – Dec. 14th

14 weeks – Tuesday through Thursday – 7:30am-1:30pm – as early as 7am for transportation

1 day a week, the Coordinator will stay until 2pm for planning and communication

Potential for ongoing employment after initial semester

### **Role Description**

The day program fulfills a need for centrally-located programming access for those in the Wichita area. After 21, youth with Down syndrome age out of their educational programs. This leaves parents and caregivers with the task of finding beneficial long-term day programming. Our goal is to provide a program that takes the individual's potential into consideration: encouraging independence, continued learning, community exploration, and self-advocacy that leads to a fulfilled life.

The program coordinator will be an energetic, patient and responsible person. This person will work directly with adults with Down syndrome developing independence skills, while increasing personal health and wellness and community exploration. This position will provide program guidance, monitoring and hands-on assistance with multiple participants, timely reporting, and light clean up and daily preparation.

### **Job Functions include, but not limited to:**

- Positive respectful communication with participants, staff and support team
- Oversight of program staff, volunteers and participants and observation of any incidents or challenges that occur.
- General program oversight including pre-week preparation and post-semester completion paperwork and wrap up.
- Planning of daily activities through instruction, demonstration, etc.
- Regular reviews of program metrics with Executive Director
- Providing point of contact for various activities and activity sites
- Delegation of responsibilities to program administration team
- Maintaining a stable and structured environment
- Light clean up and daily preparation for program participants
- Conduct regular employee assessments
- Address discipline issues with both staff and clients served
- Some cash handling and bookkeeping may be required

- Create and maintain offsite agency relationships for partnerships and hosting of program participants.
- Transportation of participants to daily activity sites

**The successful candidate will fulfill the following requirements:**

Strong multi-tasking skills- have an understanding of Down syndrome and those with special needs - A friendly, energetic and outgoing personality - Strongly motivated and ability to have positive interactions with others – Ability to respond effectively to escalated or tense situations – Timely - Strong communication skills – Strong observational skills - Organizational skills – Must demonstrate ability to be tactful and assertive

**Requirements**

Must have a high school diploma

Must have at least one year of demonstrated experience in program leadership. Years of direct experience may be substituted.

Must pass a background check

Must have dependable transportation and a valid Driver’s License

Must have clean driving record – background check required

Must have access to a cell phone and texting capabilities

Must be able to lift 30 pounds

Prefer candidate with 3 years of experience working within the special needs community – with at least one year directly working with individuals with Down syndrome

Prefer candidate with 4-year degree (preferably in education, social work, health sciences or a related field)

Preferred prior experience with individuals with Down syndrome

**Working Conditions**

Indoor and outdoor working conditions. Ability to provide assistance for light physical exercise and involved activities.

**Submission Guidelines**

Provide a current resume

Provide two references (1 administrator or professional reference; 1 personal (non-relative). Email submissions to [hr@dsswichita.org](mailto:hr@dsswichita.org) or mail to 9415 E. Harry, Ste. 405, Wichita, KS 67207. All submissions must be received by July 30, 2021.

*The information provided is a general overview of the contracted position. It is not intended to provide a comprehensive description of all job duties and assignments.*