



Program Coordinator

JOB TITLE: Program Coordinator

PROGRAM: Adult Skills and Lifestyle

LOCATION: Wichita, KS/some remote

PROJECT COMPENSATION: \$16.50-19/hour

LENGTH: Ongoing/some weekends

Role Description

The Down Syndrome Society of Wichita is a nonprofit in Wichita, KS, whose mission is to provide programs and services that educate, connect, develop and advocate to improve the lives of the Down syndrome community. Adult Skills and Lifestyle programs provide a hands-on experience for adults with Down syndrome to develop skills, maintain learning into adult years, develop networks, and gain independence, while creating sustainable and fulfilling lives.

The Down Syndrome Society of Wichita seeks a part-time (up to 25 hours a week) energetic, organized, and responsible professional (up to 25 hours) interested in support and coordination of the food truck while also providing support to the Explore ICT program. This position will report to the Executive Director. The Program Coordinator will work with a temporary project team, along with the contract team of Explore ICT.

Job Functions include, but not limited to:

- **Food Truck Oversight**
 - Oversight of food preparation, ensuring compliance with safety, hygiene and health standards.
 - Purchasing of inventory and supplies.
 - Coordination with regular volunteers for support of food truck operations.
 - Oversight of program staff, volunteers and participants. This includes observation and reports of any incidents or challenges that occur.
 - Cash handling and balancing for food truck operations. Maintain sales records and receipts for tracking and reporting.
 - Regular clean up and daily maintenance of food truck equipment.
 - Training of staff and volunteers for correct standards and processes.
 - Create and maintain offsite agency relationships for partnerships and hosting of program.
 - Driving of mobile unit.
 - Positive respectful communication with participants, staff and support team.
 - Regular reviews of program metrics with Executive Director.
 - Address discipline and customer service issues with staff and clients served.

- **Explore ICT**
 - Planning of daily activities through instruction, demonstration, and planning.
 - Transporting of program participants.

The successful candidate will fulfill the following requirements:

Strong multi-tasking skills

Strong supervisory 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 – good interpersonal skills with an emphasis on customer service.

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 have previous restaurant experience.

Must pass a background check.

Must have dependable transportation and a valid Driver's License. Must have satisfactory driving record – background check required.

Must be able to lift 30 pounds.

Prefer candidate with 2 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

Working Conditions

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

Submission Guidelines

Provide a current resume

Provide two references (1 administrator or professional reference; 1 personal (non-relative).

Email submissions to hr@dsswichita.org.

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.