



Program Coordinator

JOB TITLE: Program Coordinator

PROGRAM: Job Skills Development

LOCATION: Wichita, KS/some remote

PROJECT COMPENSATION: \$18-20/hour

LENGTH: Ongoing/some nights and weekends required

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 full-time energetic, organized, and responsible professional interested in support and coordination of the Job Skills program, including the Kindness Canteen Food truck and Skills in Action Room (SIA Space). This position will report to the Executive Director.

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.
- **SIA Space**
 - Oversight of a multipurpose room with use available for internal use and the general public including scheduling, tours, and logistics.
 - Training of participants for set up and tear down
 - Onsite contact for events, including preparation and coordination

The successful candidate will fulfill the following requirements:

Strong multi-tasking skills
Strong supervisory skills
Food service and/or hospitality experience
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.