



Program Coordinator – Adult Skills

JOB TITLE: Program Coordinator – Adult Skills

PROGRAM: Multi

LOCATION: Wichita, KS

TYPE: Exempt

TIME: 40 hours per week, some evenings and weekends

PROJECT COMPENSATION: \$40-43K

Role Description

The Down Syndrome Society of Wichita is seeking a compassionate and creative Program Coordinator to support inclusive programming for individuals with Down syndrome of all ages. Working alongside the Executive Director, this role helps build engaging experiences that promote learning, independence, and community connection.

This hands-on position involves leading and supporting activities, assisting with planning and preparation, and fostering a positive, welcoming environment. The ideal candidate is responsible, patient, energetic, and passionate about making a lasting impact in the lives of others.

The Program Coordinator will also provide support for additional programming, including but not limited to program planning, supervision of participants, lesson planning, interaction with participants and other duties as assigned.

Job Functions include, but not limited to:

- Positive respectful communication with parents, participants, staff and support team
- Job Skills program oversight including: day-to-day oversight, pre-week preparation, post-session completion paperwork and other duties as assigned. This includes planning of regular events and pop-ups, including menu planning, cooking, scheduling, marketing and other tools.
- Skills training development and application for individuals with different abilities
- Event space maintenance and usage oversight.
- Support for Adult and Life Skills programs including events planning, oversight and other duties as assigned.
- Regular reviews of program metrics with Executive Director
- Maintaining a stable and structured environment
- Light clean up and daily preparation for program participants
- Address discipline issues with both staff and clients served
- Cash handling and bookkeeping required
- Create and maintain offsite agency relationships for partnerships
- Transportation of participants to activities in provided vehicle, along with pulling of food trailer.
- Additional duties as assigned.

The successful candidate will fulfill the following requirements:

Self-starter is a must. 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 bachelor's degree. May be substituted for at least 5-7 years of applicable experience.

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

Must have at least three years of food service experience

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 50 pounds

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. Lots of standing. Fast-paced environment.

Submission Guidelines

Provide a current resume

Provide two references (1 administrator or professional reference; 1 personal (non-relative). Email submissions to info@dsswichita.org or mail to 734 S. Washington Ave., Wichita, KS 67211.

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.