



JOB TITLE: Program Coordinator – Adult Skills

PROGRAM: Adult Skills and Lifestyle

LOCATION: Wichita, KS

TYPE: Non-exempt

TIME: 40 hours per week, some evenings and weekends

Role Description

The Down Syndrome Society of Wichita is seeking a creative professional to develop inclusive programming and employment opportunities for adult individuals with Down syndrome. This role builds engaging experiences through Explore ICT Adult Independence program, which promotes learning, independence, and community connection. This position will guide the Job Skills and Development program, while facilitating instruction and opportunity.

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.

Key responsibilities

Explore ICT

- Positive respectful communication with parents, participants, staff and support team
- Program oversight, including curriculum preparation and post-session skills review
- Development of community partnerships to enhance experiential learning
- Facilitation of activities focused on life skills, health and wellness, and community involvement through coordination of volunteer, recreational and community-based opportunities for participants.
- Support participants in developing independence through hands-on learning and real-world experiences
- Monitor participant engagement, progress, and individual support needs during programming
- Maintain a safe, structured, and inclusive environment for all participants
- Regular reviews of program metrics with Executive Director

Job Skills and Development

- Planning of regular events and pop-ups for the program food truck, 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.
- 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.

Candidate will fulfill other 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 – Maintains professionalism and sound judgment in difficult or unexpected situations – Timely - Strong communication skills – Strong observational skills - Organizational skills – Flexible - Must demonstrate ability to be tactful and assertive

Requirements

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 50 pounds

Bachelor’s degree preferred or equivalent combination of education and experience.

Preferred prior experience with individuals with Down syndrome

Preferred food service experience

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.

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