



Program and Volunteer Coordinator

DESCRIPTION OF ORGANIZATION

The Down Syndrome Association of Greater Toledo (DSAGT) is a 501(c)(3) not-for-profit organization, founded in 1984, that serves individuals with Down syndrome and their families throughout 17 counties in Northwest Ohio and 6 counties in Southern Michigan. The mission of the DSAGT is to empower all individuals with Down syndrome to achieve their goals and reach their fullest potential by providing support, education and advocacy not only for the individual, but also their families and communities. We envision a community where all individuals with Down syndrome are accepted, included, and given limitless opportunities to pursue their dreams as respected members of society.

DESCRIPTION OF POSITION

*DSAGT is seeking a **Program and Volunteer Coordinator** to lead and grow programs and services for individuals with Down syndrome and their families, and to manage DSAGT volunteers and interns. The Program and Volunteer Coordinator is key to the success of family and volunteer experiences. This person will be responsible for program, communication and administrative duties including but not limited to: family experience, program services, event planning & management, and volunteer recruitment, training & development. The successful candidate will experience meaningful interaction with families, volunteers and supporters, as well as creativity in program development.*

POSITION STRUCTURE

Hours Per Week: 40 hours/week, full-time
Salary/Pay: \$30,000 - \$35,000/year, based on experience
Position Status: Exempt
Immediate Supervisor: Executive Director

RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Program, Services and DSAGT Family Experience Coordination

- Assist in determining which programming and services will be provided to best serve all age group levels, and what they will entail.
- Plan and execute programs, services and other family events with the DSAGT staff, venue/partner staff and other appropriate individuals.
- Identify, enroll and welcome families into the DSAGT.
- Communicate, promote and coordinate with families regarding DSAGT programs, services and events.
- Maintain accurate records/database of the DSAGT families as well as program attendance.
- Design, execute, collect and maintain program evaluations/assessments: including surveys from individuals with Down syndrome, surveys from parents/caregivers, and program summaries.
- Build and maintain relationships with hospitals, schools, businesses, community groups, and other organizations for referrals of families to the DSAGT.
- Represent DSAGT at local outreach fairs, resource groups, conferences, meetings, and events.
- Stay up-to-date with all community-wide resources and offerings to share with DSAGT families.
- Actively participate as a member of the DSAGT Program Committee.
- Assist with writing program-related grant proposals.

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Volunteer Engagement and Management

- Establish and maintain long-term relationships with individuals, corporations, foundations, community groups, schools, etc. that result in an effective volunteer base.
- Engage in strategic outreach in order to recruit new volunteers.
- Work with Executive Director to determine volunteer needs based on program-related and fundraising-related activities.
- Provide orientation and training for new and existing volunteers.
- Ensure projects are staffed and committees formed as needed.
- Determine recognition and continuing engagement strategies for volunteers.
- Assist with management and oversight of DSAGT interns.

Other

- Provide other professional and timely support to staff, board, volunteers and families as needed.
- Complete additional assignments as designated by Executive Director.
- Maintain strict confidentiality of information gathered and used by DSAGT.

QUALIFICATIONS

- Bachelor's degree in an area of study related to position. Master's degree preferred.
- Experience working and/or interacting with individuals with Down syndrome strongly preferred. We are seeking a person who is passionate about enhancing the lives of individuals with Down syndrome and their families.
- Working knowledge of Microsoft Office (Word, Publisher, Excel, PowerPoint), and email communication.
- Working knowledge of social media, including Facebook, Twitter and Instagram.
- Current, valid Ohio driver's license and personal car insurance documentation required.
- CPR, First Aid, and other required certifications as related to the care of individuals served is preferred. Successful candidate will be required to complete within six months of employment.

CHARACTERISTICS AND ATTRIBUTES

- Must have the ability to effectively, compassionately, and strategically communicate with individuals with Down syndrome and their families.
- Strong relationship building and interpersonal skills.
- Exercises professional demeanor.
- Effective oral and written communication skills.
- Excellent organizational and time management skills.
- Consistently demonstrates strong initiative.
- High degree of attention to detail.
- Ability to work both independently and as a team member.
- Ability to relate well to people with different social, professional, economic and ethnic backgrounds.
- Show a respect for others, commitment to quality, integrity, and self-motivation as well as have a positive attitude.
- Must demonstrate an ability to work well with others, resolve conflicts, and be trustworthy.
- Be an enthusiastic learner who is consistently trying to grow both in knowledge and in their competencies.
- Contribute to and model the mission of the DSAGT.

WORKING CONDITIONS

- Must be able to sit, walk, bend, stoop and stand as needed.
- Must be able to lift 25 lbs. as needed to complete required job duties.
- Must be available to work beyond normal working hours and open to a flexible schedule including weekday evenings and weekend hours.

To apply, please send a statement of interest and resume to:

Renee Canfield, Executive Director, renee@dsagt.org

Deadline for applications is Friday, January 18, 2019

The preceding job description is intended to indicate the general nature and level of work for this position. It is not designed to contain or be interpreted as an exhaustive inventory of all duties, responsibilities, and qualifications of employees performing this position. The Down Syndrome Association of Greater Toledo is an equal opportunity employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, gender, age, disability, handicap, religion, national origin, veteran status or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above-listed items.