

Delta Gamma Center

Program Specialist

POSITION SUMMARY

The program specialist is responsible for planning and facilitating activities for children ages three through high school and family events in support of children with a visual impairment. The program specialist coordinates, plans, and facilitates Group Recreation and Developmental Support (GRADS) activities and family events.

The goals of the GRADS program are to:

- Foster the development of social skills, friendships, and independence through fun and challenging activities
- Enrich participants' lives through practical experiences that build listening skills, coordination, spatial awareness, self-expression, and self-esteem
- Motivate participants to challenge themselves and become an active member of the community

The goals of family events are to:

- Provide opportunities to meet and get support from other families in similar situations
- Promote parents' confidence to go out into the community by starting in a safe environment and provide ideas for adaptations that will support their child's success
- Have fun as a family

RESPONSIBILITIES

GRADS Planning and Facilitation

- In partnership with other facilitators and program staff, creates annual and monthly activity plans that promote program goals, ensuring adaptations are made to enable full participation of all group members
- Responsible for planning and facilitating monthly, seasonal, and periodic activities for groups of school-age children (ages 3 to high school) with visual impairments, some of whom have other disabilities
 - Provides a safe, fun, and challenging environment in which participants can build social skills and friendships, become more independent, and participate in community activities
 - Maintains a group environment which allows for effective communication and supports monitoring of participation and achievement of individual goals
 - Communicates regularly with parents/guardians of participants, partnering to set goals and determine needed supports for program participants
 - Develops and monitors individual goals for each participant, providing oral and written reports of participant progress updates to parents, team members and management
- Assists with planning and chaperoning the annual winter and summer challenge trips

Family Event Coordination

- Plans and staffs 4-8 family events annually in coordination with community partners, volunteers, and DGC staff
- Develops calendar for family events in partnership and coordination with other program and development staff

GRADS and Family Event Support

- Notifies families of events and groups, partnering with other team members to encourage participation
- Coordinates and supervises volunteer support for group activities and family events, providing guidance on working with each participant or event
- Maintains & manages required client data and documentation for groups and activities, including releases, registration, other forms
- Prepares information to support grant proposals and reporting
- Takes, uploads, and organizes photos of events and activities, distributing to families and sharing for DGC use
- Other related tasks as assigned

QUALIFICATIONS

- Bachelor's Degree or comparable work experience in education, social work, recreational therapy or a related field. Certification as a teacher of the visually impaired or orientation and mobility specialist is a plus
- Proficiency in Microsoft Office products: Word, Excel, and Outlook
- Proficiency with web-based systems
- Experience working with children with visual impairments or other disabilities and their families preferred
- Program planning and group facilitation experience required
- Ability to independently develop, coordinate, and lead activities and programs for groups of youth ages three through high school and families
- Strong interpersonal and communication skills with children of all ages, families from diverse backgrounds, volunteers, and other professionals
- Flexible and capable of managing multiple tasks while meeting deadlines; seeks supervisory consultation, support, and feedback
- Creative, enthusiastic, and positive approach to engaging with children and families
- Able to follow established processes while adjusting to meet individual situation or need
- Able to organize effectively and collaborate as part of a team

REPORTS TO Program Director

TERMS OF EMPLOYMENT

- Full-time, 37.5 hours/week
- Schedule includes regular weekend and evening hours to facilitate activities and events
- Depending on education and experience, may need to complete training related to working with children with visual impairments and other disabilities provided by DGC
- Background check, drug screen and health certification completed upon offer of employment
- Medication Administration, CPR and First Aid certification required to be obtained and maintained upon employment
- Must be physically able to lift or move 30-50 pounds; push/pull and lift equipment and supplies; assist children by bending, crouching, kneeling, sitting in chairs and/or on floor and reaching in all directions; and stand or sit for long periods

TO APPLY

- Submit a cover letter explaining why you are interested in this position and how your personality, skills, and professional experience make you the ideal candidate for the position outlined in the job description.
- Submit a resume outlining your professional experience and achievements, education, and relevant training and credentials, and
- Complete a brief questionnaire that should take no more than 5-15 minutes.

Click on the link below to complete the questionnaire and upload your documents. You won't be able to save your answers and come back, so please make sure you have your documents ready to upload and have enough time to complete the questionnaire.

Please make sure the file names of your documents include your name and type of document (e.g. lname_fname_cvrltr, lname_fname_resume).

<https://dgckids.typeform.com/to/rjxJ5Q>