



## **Down Syndrome Association of Central Ohio Job Description**

**Job Title:** Program Coordinator  
**Supervisor:** Program Director  
**FLSA Status:** Part-Time, Non-Exempt

### **Job Summary:**

Primary responsibilities include coordinating and implementing programs and seminars. Ensure that all communication with membership is documented in accordance with organizational procedures. Promote and recruit participation for events. Explore and establish partnerships with community organizations and businesses to enhance and expand program offerings.

### **Work Performed:**

1. Assist in planning, promoting, implementing, and evaluating DSACO-hosted educational seminars and programs.
2. Maintain complete documentation on programs, seminars, and events.
3. Plan, promote and implement social events and recreational programs for DSACO families.
4. Respond to calls and emails requesting community linkages and referrals, as well as other requests.
5. Connect and collaborate with other organizations that serve DSACO membership.
6. Provide expertise and support to DSACO resource and activity groups.
7. Represent DSACO at community programs, resource fairs, and networking events.
8. Assist in implementing grant activities related to programming.
9. Assist with writing articles for DSACO newsletter.
10. Support DSACO fundraisers through assigned duties as needed.
11. Provide updates and reports, on a regular basis, to Program Director.

### **Qualifications:**

1. High School Diploma.
2. Minimum two years of experience in working with individuals with Developmental Disabilities required.
3. Current, valid Ohio driver's license and personal car insurance documentation required.
4. Must maintain CPR and First Aid certifications.

5. Must have the ability to effectively and strategically communicate with individuals with Down syndrome and their families.
6. Must maintain clear and organized notes and documentation.
7. Must complete all necessary background checks and other pre-hire requirements as set forth by the organization and according to state and federal rules and regulations.

**Working Conditions:**

1. Works primarily in office environment.
2. Must be able to sit, walk, bend, stoop and stand as needed.
3. Must be able to lift 25 lbs. as needed to complete required job duties.
4. Attends and participates in professional growth trainings and conferences as assigned.
5. Works outside of normal business hours, on weekends and nights as required by event.

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Employee's Signature

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Date

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Supervisor Signature

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Date