

Job Title: Program Coordinator, Village Experience Learning Center & Village Music and Arts

Supervisor: Executive Director of Program and Development

Summary: Coordinate the Village Experience Learning Center & Village Music and Arts programs. Responsible for program operations, supervision of volunteers and contractors, and outreach. Participate as a team member in fundraising and public relations.

This is an exempt position, and does not require contribution to SEIU, Local 925.

Wage Range: \$19.25 to \$23.00

Qualifications, Education, Experience:

- Must have a high school diploma or equivalent education. Associates or Bachelor's in Human Services or similar field preferred
- At least 1 year of experience working with individuals with disabilities is desirable
- Experience in resource development and public relations preferred
- Upon hire, must have a current Washington State driver's license with a good driving record
- Must pass a criminal background check
- Must read, understand and agree to abide by Village Community Services' Policies and Procedures.
- Experience in fundraising, social media, and public relations
- Must be able to work with our clients in a respectful and kind manner
- Skills in verbal and written communication, teamwork, leadership, problem solving, quality assurance, instruction, person centered planning, budgeting, and documentation preferred.

List of Training and Other Requirements to be completed after hire. VCS reimburses for all required training hours, fees, and certifications:

5-hour DDA Safety Orientation
30-hour on-site training and peer coaching
40-hour CORE training
1st Aid/CPR renewed every two years
Blood borne pathogens annual recertification
Driving record abstract
Positive Behavioral Support
Instructional Support Services and Planning
Right Response
Background clearance and fingerprinting

Community Protection training if working with Community Protection clients, optional for other staff.

12 CE (continuing education) credits yearly, after first year of employment.

Signed policy 6.12 on file (mandatory reporting); renewed yearly.

Description of Essential Functions:

- Coordinate the Village Experience Learning Center and Village Music and Arts programs. Implement and monitor the program budgets, write purchase orders and order supplies, supervise paid and unpaid staff, complete required reports
- Work with leadership team to expand services through grant funds and contracts
- Conduct outreach to potential participants and their families
- Participate in fundraising and public relations for the support of the Village Experience Learning Center and Village Music and Arts programming
- Attend relevant community networking and recruitment events
- Recruit and onboard VELC and VM&A volunteers
- Facilitate group and individualized learning experiences and the Village Music and Arts programming to promote life skills, job readiness, positive relationships, community inclusion, habilitative goal attainment, status, and power and choice among our participants.
- Coordinate with internal and external stakeholders to assure the development of quality programming. Utilize best practices, recognized curriculum, and tested tools. Train program volunteers, contractors, and staff in the use of these tools
- Assure client involvement and choice in the development and implementation of program activities
- Model and train VCS staff in life-long learning, facilitation, volunteer engagement, and public relations skills
- Supervise and train volunteers, AmeriCorps members, interns, and contractors involved in the Village Music and Arts or Village Experience Learning Center
- Ensure client supervision, safety, and health standards are met while they are participating in VELC or VM&A sponsored activities.
- Assure vehicles used by the VELC and VM&A programs are maintained
- Drive agency vehicles to transport participants as needed
- Assure communication with participants, VCS team members, guardians, DDA case workers, volunteers, donors and other agencies and stakeholders
- Coordinate the compilation and distribution of the Snohomish County Experience Newsletter
- Read and abide by the agency's policies and procedures, relevant RCW's, and the DDA Residential Policies and WACS

- Participate in VCS agency meetings
- Other duties and projects as assigned.

PHYSICAL DEMANDS

<i>Task</i>	<i>Frequency</i>	<i>Examples</i>
Visual acuity – near and far	C	Reading computer screens and written materials, driving, group presentations
Sitting	F	In office chair at desk, table or computer, driving
Repetitive finger, arm, and hand movement	F	Using computer keyboard and mouse, 10-key calculator
Climbing stairs	F	To/from 2 nd floor office from/to ground floor building entrance (elevator is available). Assisting clients in the community.
Standing	F	Operating office machines, training seminars, events. Assisting or teaching clients activities of daily living skills, such as cooking, cleaning, dressing.
Walking	F	To/from offices and sites within buildings and at events
Pushing/pulling	F	File drawers, desk drawers, printer/copier paper trays. Pushing wheel chairs. Assisting or teaching clients activities of daily living skills, such as cooking, cleaning, dressing.
Driving a car	F	To program and community sites, meetings, workshops, etc.
Twisting at waist	F	Moving between computer station and desk. Training/assisting clients with ADL tasks. Assisting clients with activities of daily living.
Kneeling/squatting	O	Retrieving items on floor and from low file drawers. Assisting or teaching clients activities of daily living skills, such as cooking, cleaning, dressing, transferring from bed to chair or chair to toilet, etc.
Stooping/Bending	F	Reaching for supplies. Assisting or teaching clients activities of daily living skills, such as cooking, cleaning, dressing, laundry, etc. Assisting clients with transferring from chair to bed to toilet or shower, etc. Positioning participants while seated or while in bed.
Bending at waist	F	Picking items off table or shelf
Carrying	F	Brief case, portfolios, training materials, file boxes, supplies, books and folders. Assisting or teaching clients activities of daily living skills, such as cooking, cleaning, yard work, dressing, transferring from bed

		to chair or chair to toilet, etc.
Lifting	F	Presentation materials, file boxes, supplies, tables, chairs. Assisting or teaching clients activities of daily living skills, such as cooking, cleaning, showering, dressing. Assisting clients with transferring from chair to bed to toilet or shower, etc. Positioning participants while seated or while in bed.
Reaching above shoulder	O	Retrieving/placing binders, books and supplies on a shelf. Assisting clients with activities of daily living, such as cleaning and putting belongings away.
Crawling	N/A	N/A

C	=	Constant (over 70% of the time)	S	=	Seldom (1-10% of the time)
F	=	Frequent (30-70% of the time)	N/A	=	Not Applicable
O	=	Occasional (10-30% of the time)			% denotes estimates

I have read this job description and had the opportunity to ask questions for further information or clarification. I'm aware of and agree to what is expected of me.

Print name

Signature

Date