Program Coordinator
(updated 8.15.2023)

**Position Overview:** Reporting to the Program Director, and working closely with the entire FOCUS staff team, this role will plan and implement a variety of programs for FOCUS families and children. The Program Coordinator will support the programs and impact of the organization and work to design developmentally appropriate programs, provide safe and fun options for families to enjoy, and grow the reach and impact of existing activities. The ideal candidate has experience with and passion for working with children and youth with disabilities and is fluent in both spoken and written Spanish. Employee should be comfortable working alongside a small staff team and should demonstrate the ability to be detail-oriented, organized, and able to manage multiple priorities and deadlines.

**Responsibilities:**

*Program Implementation and Development*

Collaborate with the Program Director to implement year-round and seasonal FOCUS programs in the following ways:

- Plan and supervise all weeks of FOCUS day camp programs
  - Includes but is not limited to coordinating and scheduling camp locations, registering campers and speaking with parents to ensure appropriateness for camper needs, hiring part-time seasonal staff to work various weeks, planning all activities for the camp week, gathering supplies for programmatic and administrative needs, and supervising staff and on-site direction of all weeks of camp

- Plan and supervise the FOCUS family camp/retreat program
  - Includes but is not limited to collaboration with Camp Twin Lakes to secure a programming schedule, registering families and communicating with them regarding the mission of camp, planning activities for the weekend, securing any outside vendors who provide services for activities, and working with families throughout the weekend to ensure a quality experience.

- Plan and implement family activities in the community
  - Includes but is not limited to securing accessible locations for the program and planning and attending appropriate, fun activities for families to enjoy and use to connect with one another

- Plan and supervise Saturday respite programs
  - Includes but is not limited to securing locations for the program, hiring staff to manage care of children, coordinating with volunteer groups to provide extra care, and directly supervising respite programs on-site
Parent Communication and Support

• Receive incoming new parent calls and accurately input information into Salesforce, welcoming warmly and managing time wisely
• Manage event registration via the FOCUS Salesforce database and communicate details to families via email and phone
• Research answers to parent questions, record new resources, and make changes in the resource data files as necessary

General Program Support and Technology Responsibilities

• Build positive, collaborative relationships with FOCUS families, volunteers, and staff
• Attend and assist with other FOCUS programs, large FOCUS events and activities as needed
• Regularly update and maintain family and volunteer database.
• Assist with administrative duties as needed to support the high quality and meaningful impact of FOCUS services

Qualifications, Experience and Capabilities:

Required:

• Passionate about the mission of FOCUS
• Experience in planning developmentally diverse programs for children and families
• Excellent interpersonal skills
• Reliable, collaborative, and flexible
• Ability to relate effectively to a diverse community and to connect with FOCUS staff, volunteers, partners, consultants, board members, children, and families
• Demonstrated excellence in time management, organizational skills, and attention to detail
• Strong analytical and critical thinking skills
• Ability to learn from feedback, handle multiple projects simultaneously, work both independently and collaboratively, and produce quality results on schedule
• Demonstrated ability with Microsoft Office (Word, Excel, PowerPoint, etc.)
• Ability to lift and move items for program needs such as camp supplies, tables, chairs, etc.
• Ability to lift and transfer campers with limited mobility needs (with instruction/training)
• Ability to successfully complete a background check upon offer
• Current driver’s license, reliable transportation, and ability to pass a driving record check

Ideal:

• Fluency in Spanish language, including the ability to discuss medical diagnoses and disabilities with Spanish-speaking parents and families
• Familiarity with the Salesforce platform
**Position Structure and Compensation:**

- The position is full time (non-exempt) throughout the year and includes participation in periodic evening and weekend events.
- Compensation is set to be in line with compensation for Program Coordinator roles of other Atlanta nonprofits of similar size and scale, commensurate with experience.
- Benefits include a competitive vacation plan, access to a healthcare plan with a company allowance toward purchase, and access to a Simple IRA with consideration of a match by the board as resources allow.
- FOCUS also encourages and supports professional development opportunities.

**To Apply**

Please email a resume and cover letter, outlining skills and experience, to jobs@focus-ga.org with subject line “FOCUS Program Coordinator”. 