PROGRAM COORDINATOR

Department/Program: Wediko Summer Program
Reports To: Program Operations Manager
Job Category: Coordinator/Exempt
Status: Temporary/Seasonal

Job Summary
The Program Coordinators form a group of individuals who work under the supervision of the Senior Program Coordinator. Each Program Coordinator is responsible for helping create, plan, and implement program structures for the academic, clinical, activities, and facilities components of the program. The Program Coordinator is responsible for creating schedules for all Clinical Cabin Groups and organizing critical program days like Child Arrival Day and Visitor's Day. The ideal candidate will be able to be creative to implement program structures as well as be able to help students ranging in ages from 7-19 years old become excited about program activities. The Program Coordinator is responsible for establishing a safe and therapeutic environment for students in which they will be able to identify their strengths, develop and practice new skills.

Essential Functions
Establishing a safe and therapeutic environment:

- Consistently teaching and modeling appropriate interactions between staff and students in a variety of social situations
- Teaching and modeling behavioral interventions as taught and outlined in training model
- Utilizing approved behavior management techniques including use of de-escalation room and therapeutic holds when de-escalation and/or physical intervention is necessary for crisis management
- Maintaining a safe environment by responding to and reporting safety concerns to appropriate staff in a timely manner
- Utilizing agency policies when responding to emergencies
- Maintaining confidentiality regarding staff and student HIPAA protected or other sensitive information

Creating, planning, and implementing program structures:

- Creating a fun environment for students by bringing elements of creativity and high energy to program structures
- Planning and carrying out daily program operations
- Utilizing Microsoft Office and other computer programs to carry out essential job functions
- Coordinating critical program days throughout the summer, including, but not limited to Visitor's Day and Special Sundays
- Reviewing program structures to ensure program fidelity
- Attending leadership and supervision meetings as required
- Creating a daily schedule for each Clinical Cabin Group, ensuring time for a variety of activities, Think City, and Group Therapy
Minimum Requirements

- Bachelor's Degree
- Strong communication and interpersonal skills
- Ability to approach challenges in a supportive and creative manner
- Adaptability in an ever-changing work environment
- Familiarity with and ability to use Microsoft Office Programs such as PowerPoint, Excel, and Word to carry out essential job functions
- Valid Driver's License

Abilities Required

Employees are responsible for transportation to one of the pick up and drop off locations at the beginning and end of the summer. During the summer, on days off, employees are responsible for acquiring transportation to/from the NH setting. The majority of work is outdoors in a rural environment, which means exposure to heat in summer. Duties may require employees to be outside during adverse weather. The duties of the position involve standing for the vast majority of the work period. Employees are required to physically escort or hold students therapeutically to prevent students from being a danger to self or others. Employees may be required to move equipment 50lbs or more. Employees may be exposed to high noise level for extended periods of time related to event type.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodations. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, limitations related to the disability and the ability of Wediko Children's Services to accommodate the limitation.

Disclaimer

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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<th>Jose Perez</th>
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