



## Down Syndrome Connection of the Bay Area

*Empower - Inspire - Support*

**The Down Syndrome Connection of the Bay Area** is passionate and dedicated to encouraging the unlimited potential in children and adults with Down syndrome throughout the San Francisco Bay Area since 1998. Our mission is to empower, inspire and support people with Down syndrome, their families and the community that serves them, while fostering awareness and acceptance in all areas of life. We pride ourselves on developing services that are in line with our members' needs and continuously break down barriers to success by providing resources, technology and education through our direct services.

The DSCBA is looking to hire a new team member with the following skills and experience: Friendly, passionate and enthusiastic individual with management experience and skills, strong organizational skills with the ability to multitask effectively, excellent written and verbal communication skills. Bilingual (English and Spanish) communication skills are a plus.

### **Recommended Program Manager Qualifications:**

The following factors will provide the basis for competitively evaluating each candidate:

- Experience working within the disabled community.
- A strategic thinker with the ability to translate vision into actionable plans.
- Demonstrated ability to oversee, organize, and manage programs.
- Exceptional communication skills, ability to present and express ideas and information effectively.
- Experience adjusting rapidly to new situations warranting attention, response, resolution.
- Ability to analyze program issues or concerns from a broad perspective.
- Experience developing and maintaining cooperative, collaborative relationships both within an organization and with outside partners.
- Experience with Microsoft Office and other software tools.
- Personal characteristics that include integrity, initiative, leadership, tact, sound judgment, and adaptability, as well as a strong customer service focus.

### **DSCBA Program Manager – Compensation:**

- \$28.00 per hour with access to retirement plan savings
- Starting part time hours 25 hours per week, future fulltime hours may be available
- Work in beautiful Danville location
- Flexible hours with some work from home possibilities
- Employment is subject to a background check

### **DSCBA Program Manager - Description and Responsibilities:**

#### THRIVE Program Management:

- Assist Program Director with locating & securing facilities for THRIVE classes as needed and reserving facilities for each session.
- Create THRIVE Class schedules (coordinate with facilitators, schools & sites) and create flyers - 3 times a year; Winter/Spring, Summer, Fall
- Work with Volunteer Coordinator to find THRIVE volunteers for any classes needing volunteers

- Assist Program Director with finding new facilitators when needed, communicate regularly with all facilitators, including creating, sharing, and monitoring the following;
  - Class schedules, Class rosters & Attendance sheets (Google docs)
  - Collaborate with facilitators - share fun class activities and obtain class photos
  - Periodically conduct off-site class visits and take photos to upload into SmugMug
  - Reminders to complete Session/Quarterly Reviews, Year-end Student Reviews
- Communicate regularly with THRIVE parents/participants, this includes sharing:
  - Class Session info, forms, schedules, schedule reminders, share registration links 3 times a year, 3 Session/Quarterly Reviews, Year-end Student Reviews, and a Year-end Parent Survey
  - Share scholarship applications with families in need
- Work with Director of Finance to track THRIVE payments, follow-up with overdue families
- Work with Program Director to assess any potential need for additional THRIVE classes, or locations

### Music Therapy Program Management:

- Assist Program Director to locate and secure facilities for classes as needed, includes scheduling facilities
- Work with Music Therapist regarding any class/family communication needs
- Work with Volunteer Coordinator to confirm volunteers in all MT classes
- Work with Program Director on scheduling MT classes and create MT flyers
- Be present in the Danville office during in person sessions, one Saturday per month
- Take photos to upload into SmugMug

### Administrative Support:

- Assist Director of Programs in creating session calendar for all support & connection groups, create Zoom meetings as needed
- Monitor and update Registrations in Salesforce
- Share Rosters & Sign-In sheets with facilitator before sessions as needed/requested
- Administrative support to CRP Manager and Education Director with CRP and SRA as needed
- Administrative support for library, AAC devices and Medical Outreach

### Community Engagement – East Bay:

- Communicate with DSCBA Members, provide access to DSCBA team or specialists.
- Work with Director of Programs in the organization, implementation and maintenance needed to provide local DSCBA Programs
- Research and document local programs, services, and community outreach opportunities to share with DSCBA leadership team, with the goal of developing potential partnerships and to share information and opportunities with DSCBA members.
- Encourage fundraising efforts with assistance from DSCBA Development Team
- Invite, cultivate, and engage local Volunteers, together with DSCBA Volunteer Coordinator

### Office, Collaboration & Organization detail:

- Work in Danville office minimum of 3 afternoons per week, ideal in office days are days when THRIVE is scheduled
  - Arrive 1 hr prior to THRIVE start time, stay through closure, ideally 3:00 pm to 6:00 pm
- Weekly meeting with Program Director, regular meeting with Volunteer coordinator
- Attend and actively engage in staff and or leadership meetings as required
- Collaborate with DSCBA team on events, activities and projects as needed
- Turn in payroll timesheet on time, twice each month

Note: this is intended to provide a high-level overview of the DSCBA Program Manager role/job description.