

Disability Action Center

Enrichment Program Coordinator Job Description-2023:

- Design and facilitate a wide range of programs, lessons, classes, and activities offered to clients, families, and the community. Work closely with the Executive Director (ED) to develop a monthly schedule of programs, including the coordination of volunteer instructors and guest speakers. Ensure class attendance, case notes and updates are entered into New Org.
- Work one on one with Division of Rehabilitation Services clients on life skills, work skills assessments, community based assessments and assist with direct job placement as part of the DAC's Community Rehabilitation Program and Career Readiness Center. Work closely with the Program Director (PD) on coordination of services for DRS clients and successful transitions between services. Ensure case notes, job coaching notes, invoices, and updates are entered into New Org.
- Work cooperatively with the WV Division of Rehabilitation and other Community Rehabilitation Providers to recruit and maintain a solid referral base and clientele for Career Readiness Center programs.
- Assist the PD with in school and community based programs in Marion County Schools including the Mission Transition Program, summer programs, Assist Award, work based learning days, IEP coordination, and scheduling special events with the schools.
- Supervise, teach, and interact with individual and group client activities.

- Assist in grant writing, research, marketing, and public relations of the center and programs.
- Assist with the preparation of calendar, newsletter, and communication with clients and families.
- Attend IEP's, career fairs, related conferences and programs, and special events in representation of the Disability Action Center.
- Coordinate Camp Can-Do activities including day camps and week long summer camp. Plan, develop, and execute approved programming for the camp in coordination with the Executive Director, Program Director, parents, and volunteers.
- Assist with the coordination of fundraising and extracurricular activities.
- Copying, faxing, bulk mailings, filing, binding, and organizing DAC forms, materials, and supplies.
- Assist Executive Director, Program Director, DAC staff, and volunteers in all aspects of the Disability Action Center.
- Attendance at after-hour, extra-curricular DAC activities and fundraisers is encouraged as a meaningful part of employment in this position in order to foster a deeper commitment to the overall mission of the DAC.