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 children with disabilities to enjoy, and grow the reach and impact of existing activities. The ideal candidate also has experience with and passion for working with children and youth with disabilities. Employee should be comfortable working alongside a small staff team and should demonstrate the ability to be detail-oriented, responsible, 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 the FOCUS Teen and Young Adult program
  - Includes but is not limited to securing locations for activities, coordinating volunteers, registering participants, speaking with parents to communicate the mission of the program, planning activities for each group meeting, gathering supplies for programmatic and administrative needs, and attending and serving as the FOCUS contact on-site for each activity.

- Plan and supervise the FOCUS Camp Infinity and Octoberfest programs (overnight camp and weekend retreat for teens and young adults with disabilities)
  - Includes but is not limited to collaboration with Camp Twin Lakes to secure a programming schedule, registering participants and communicating with parents regarding the mission of camp, recruiting, screening, and training volunteers for the week of camp, planning all activities for the camp week, serving as the camp director on-site, and gathering supplies for programmatic and administrative needs.

- Plan and implement FOCUS Adapted Swim Team (FAST Fins) program
  - Includes but is not limited to securing pools across the metro Atlanta area, registering swimmers and speaking with parents to communicate the mission of swim team, hiring part-time seasonal staff to work for each season, recruiting and training volunteers for each season, planning the swim meets at the end of the season, and gathering supplies for programmatic and administrative needs.

- Assist with Summer Day Camp
  - Includes but is not limited to assisting with day camp registration, directly supervising summer day camp on-site for five weeks in the summer, and
coordinating with volunteers and summer staff to ensure appropriate care for children, and directly supervising respite programs on-site as needed

- Assist with Family Camps/Retreats
  - Includes but is not limited to assisting with the planning, coordination and implementation of FOCUS Family Camps and/or Retreats, serving as an additional FOCUS contact on-site for camps as needed

**Parent Communication and Support**
- Receive incoming new parent calls and accurately input information into organizational database, welcoming warmly and managing time wisely
- 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

FOCUS is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**Qualifications, Experience and Capabilities:**

**Required:**
- Passionate about the mission of FOCUS
- Experience in planning developmentally diverse programs for children and families
- Ability to relate effectively to a diverse community and to connect with FOCUS staff, volunteers, partners, consultants, board members, children, and families
- Reliable, collaborative, and flexible
- Demonstrated excellence in time management and organizational skills
- Strong analytical and critical thinking skills
- Demonstrated ability with Microsoft Office (Word, Excel, PowerPoint, etc.)
- Ability to learn from feedback, handle multiple projects simultaneously, work both independently and collaboratively, and produce quality results on schedule

**Ideal:**
- Fluency in a second language, including the ability to discuss medical diagnoses and disabilities with parents and families
- Experience with and passion for working with children and youth with disabilities
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 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.”