

**SOAR Fox Cities, Inc.**  
Empowering people with differing abilities.

**POSITION DESCRIPTION**

POSITION TITLE: Family Programs & Community Education Coordinator  
REPORTS TO: Executive Director  
STATUS: Exempt  
Part Time: 16-22 Hrs.  
DATE: October 1, 2023

**Introduction**

At SOAR Fox Cities, we envision a world where all individuals are seen for their ABILITY, not their disABILITY. We offer a variety of services including Youth, Adult and Family Programs, Advocacy, Community Education, and the third largest Special Olympics program in the state.

We are an IRS designated 501(c)3 nonprofit organization located in Appleton, Wisconsin. Within the walls of our offices and throughout the community, we aim to do just what our name says: Help our members and participants SOAR above the barriers their varying abilities may create. We strive for inclusivity and have made it our goal to create a world where everyone has the opportunity to succeed and contribute their page in the larger story of life.

**SOAR Fox Cities is lead and operates with the following Vision, Mission, and Values in mind:**

**Vision:**

- A community where all individuals can be actively involved and have opportunities to maximize their potential.

**Mission:**

- Empowering people with differing abilities.

**Values:**

- Advocacy: We champion the needs and concerns of individuals and their families.
- Community: We serve as a resource for the community and provide activities that promote the participation of individuals and their families in the larger community.
- Integrity: We conduct ourselves in a way that is honest, fair, transparent and ethical.
- Life-long learning: We view learning as an activity that engages and enriches individuals over the course of their lives.
- Respect: We honor and celebrate the differences in ourselves and others.
- Positive relationships: We recognize the power of positive relationships, providing opportunities to make human connections and supporting the development of life skills that contribute to strong relationships.

**Mission of the Role**

Be an active part of the SOAR Fox Cities' team of Program Coordinators by leading and coordinating the Family and Community Education Program Initiatives. The Family Programs & Community Education Coordinator will work with the families and caregivers of individuals with developmental and intellectual disabilities to provide social and supportive services. The Coordinator will also provide Community Education presentations to youth, adults, special groups including First Responders, local Police Departments, and local employers to advocate for employment first.

A successful Family Programs & Community Education Coordinator is 1) resilient, 2) enthusiastic about serving individuals with developmental and intellectual disabilities, 3) able to establish and maintain trusting relationships with program partners, other staff members, and, 4) comfortable speaking in front of and interacting with diverse groups of people that range in age, background, ability, and profession, 5) able to confidently build and manage organizational and programmatic systems, and 6) a naturally curious, lifelong learner.

### **Capacity of the Role**

This is a part-time role with SOAR Fox Cities and housed at our home office located at 211 E. Franklin Street, Suite A, Appleton, WI 54911. Typical weekly hours will range from 16-22. Some working hours will be between 9:00am-4:30pm, but some nights and weekends will be required due to special events. SOAR office hours are Monday through Thursday 9:00am – 4:30pm with the office being closed for business on Fridays.

### **Work Environment**

Although a great deal of time will be spent in the office planning activities, you will also spend time working in local schools providing presentations to elementary and middle school aged children, in the community providing presentations to other professionals, and coordinating/attending events in/around the Fox Valley that could be at locations that are outside or at event venues with uneven ground and/or unpaved walk/roadways. The noise level within the office is typically quiet but possibly moderate to loud in other situations.

### **Physical Requirements**

The work you will do in this role is not particularly physically demanding; however, you should be able to lift/move up to 40lbs, sit for extended periods of time while working on a computer, lift and carry small to medium parcels, packages and other items, and walk/traverse short distances.

### **Major Responsibilities**

The Family Programs and Community Education Coordinator is responsible for maintaining community programs geared toward the families of the individuals SOAR serves as well as providing disabilities education to various aspects of the community.

The Family Programs are designed to:

- Foster healthy and happy relationships for families caring for a child, or loved one, with a developmental disability.
- Provide family members/caregivers opportunities to share concerns, address questions, and network with others who share similar challenges.
- Offer a safe, accepting and inclusive atmosphere for parents, siblings, relatives, friends, caregivers, and participants as they participate in meaningful community-based activities.
- Provide interactive family activities with the opportunity for one on one assistance for individuals who need more specialized care.

Responsibilities related to the Family Programs offered by SOAR related to this role include planning, coordinating, and executing:

- Family Education Opportunities
- Family Support Groups
- Family Social Activities
- Annual Family Events

The Community Education/Resource Program is designed to:

- Foster the idea of inclusion throughout varying levels of community.
- Provide various types of education opportunities for a variety of different groups of people including youth, professionals, first responders, and the general community.
- Further the mission of SOAR via representation of SOAR at various community events and at resource booths.

Responsibilities related to the Community Education/Resource Program offered by SOAR related to this role include planning, coordinating, and executing:

- Youth disability awareness presentations including Kids on the Block, Youth Hands on Sessions, and DisABILITY Awareness Sessions.
- First responder and crisis services training sessions.
- Providing employment first training sessions and advocating for the idea of employment first with local employers.
- Attending community resource fairs to provide general outreach and education about SOAR Fox Cities and our programs.

#### **Other Responsibilities Related to Programming**

- Works as a liaison with schools and other community agencies in matters relating to youth, adult, and family programs and make appropriate presentations.
- Acquires necessary equipment and supplies for programs, keeping within budgetary constraints.
- Maintains appropriate records of activity participation, volunteer hours, and fee collection in the database.

#### **Other General Responsibilities**

- Prepares information for the SOAR newsletter.
- Supplies outside entities with necessary information, posters, and public announcement requests.
- Prepares and distributes activity updates to schools, work sites and other contacts.
- Obtains and interprets feedback data on programs provided and works with Executive Director to develop plans for current and future programming.
- Enters data on services provided into organization database.
- Assists with fundraising and grant writing as needed including reporting for United Way and other grants.
- Performs other duties as assigned by the Executive Director.

**Required Qualifications**

- Must possess a four-year degree from an accredited college or university in a human services or a related field. Equivalent experience will be accepted in lieu of degree.
- Must have experience working with individuals with developmental disabilities.
- Must possess excellent writing skills.
- Time Management and Organizational skills a must to manage various programs.
- Knowledge of Microsoft Office Suite, including Publisher.
- Should have the ability to work and establish a good working relationship with people and have some administrative ability.
- Comfortable speaking and presenting in public.
- Must have valid driver's license.

**GENERAL**

This position description defines the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director or the Board of Directors. All requirements are subject to change over time, and to possible modifications to reasonably accommodate an individual with developmental disabilities.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the job description for my position:

Position: \_\_\_\_\_

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change as programming and/or funding changes and that these changes may not be included in the position description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the Executive Director.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)