



Limitless Opportunities
FOR SPECIAL PEOPLE

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PROGRAM COORDINATOR

Position Summary - The Program Coordinator is responsible for oversight/instruction for evening programming in collaboration with Program Director. In addition, this position will help support the Next Steps Day program by planning and running special activities. This position will also assist with fundraising efforts to include solicitation of in kind donations. The Program Coordinator reports directly to the Program Director and is a non exempt role. The list of duties and responsibilities is not exhaustive and will include other duties assigned by the Executive Director as needed.

Programming

- Facilitation/Oversight of evening programs
- Planning and instruction of art class at Next Steps
- Planning and Instruction of Science Club
- Working along with our Drama coordinator to prepare and support the drama program
- Responsible for working all summer camps
- Assist in planning all programming (day and evening) and special events (Fall Festival, Easter Bunny Egg Hunt, Etc.) for participants in collaboration with Program Director
- Attend and facilitate Friday night social clubs and alternating Saturday morning kids' club
- Assist in volunteer management as directed by Program Director
- Completion of nightly program report
- Make tee shirts for participants and volunteers
- Back Up for Program Director as needed

Clerical

- Organization and inventory of supplies and equipment

Jr Board

- Attend meetings and provide support where needed

Fundraising

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- Assist in soliciting in kind and sponsors for fundraisers/special events

Other duties assigned by ED

Pay will be based on experience (\$13-\$16 range).

Experience with individuals with special needs is preferred.

Experience with behavior management is preferred.

Interested applicants should contact jenp@taskstl.org or call 636.343.8275