

# Adult Day Training Program Coordinator

**Reports to:** Director of Special Connections  
**Effective:** 01/2018  
**Status:** Part Time  
**FLSA:** Non-Exempt

## Job Summary

The Adult Day Training Program Coordinator will provide direct care and leadership to all aspects of our Adult Day Training Program. The coordinator will effectively interact with participants, volunteers, parents and caregivers to offer the Help and Hope of Christ. The Coordinator will work strategically with the Director of Special Connections innovating and developing the Adult Day Training Program. He or she will work cooperatively with staff and volunteers at St. James to ensure that this program is integrated into the life fabric of our church and is in concert with the mission and ministry of St. James United Methodist Church.

## Required Functions

- Manage the daily functions of St. James' Adult Day Training Program.
- Participation and consultation on the intake process.
- Work with caregivers and participants to develop individual education plans.
- Cultivate an environment that attracts individuals with disabilities to participate fully in the Body of Christ.
- Provide leadership, resources, and support for volunteers.
- Develop creative educational experiences that assist participants in achieving their individual goals as well as their integration into the community at St. James.
- Ability to train, and sustain qualified adult and youth volunteers to assist with implementation of adult day training program.
- Inform Director of Special Connections of all incidents and emergencies at center in a timely fashion in accordance with the United Methodist Guidelines for the protection of children and vulnerable adults.
- Devote your personal and professional life to being an example of what it means to follow Jesus Christ and walk in His grace.
- Assist students with daily activities (e.g. eating, using the toilet, maintaining good hygiene).

## Other Responsibilities

- Establish networks and partnerships with other churches, local schools, universities and social service organizations in our community to facilitate the ministry.
- Meet regularly with Director of Special Connections.
- Partner with other ministries within St James UMC to form a cohesive ministry unit.
- Properly manage expenses and acquire materials to accomplish educational goals.
- Continually explore opportunities on how to grow the ministry and capture hearts to pursue a personal relationship with Jesus Christ.
- Acquire and maintain certification in first aid and CPR.

- Collaborate with Director of Special Connections to determine two continuing education experiences each year.

### **Minimum Qualifications**

- At least one year of job experience working with adults with intellectual and developmental disabilities, preferably in an educational environment.
- A demonstrated love for people and a passion for reaching people for Jesus Christ.
- Strong commitment to the Christian faith.
- Willing to be a contributing part of the St. James UMC staff, adhere to Staff Policies and Statement of Ethics, be loyal to the church leadership and to be faithful to St. James UMC vision, values and mission.
- Familiarity and understanding with the multi-layered needs within the disability community and ability to practically translate that into effective ministry for individuals and their families.
- Effective written and oral communication skills.
- Computer literate, able to proficiently use Microsoft Office (Outlook, Word, Excel, Powerpoint).
- Ability to pass and maintain a Level 2 background screening.
- Must be able to adapt to a variety of teaching methods, situations, and behaviors with students with a wide range of cognitive and physical disabilities.

### **Physical Requirements**

- Able to participate in ministry programs that may require physical intervention due to behavioral concerns/safety of participants.
- Able to lift 50lbs.
- Able to meet people in public settings for potentially lengthy periods of time.
- Able to stand and or sit for at least 4 hours at a time.

### **Core Competencies**

- Ability to organize and manage a classroom.
- Servant Leadership and management skills
- Self-starter; intrinsically motivated
- Strong interpersonal skills
  - Team player
  - Able Connector and Relational Communicator
- Ability to multi-task
- Integrity; track-record of trustworthiness
- Humble, Approachable, Relational.