



Friends of Children with Special Needs

華人特殊兒童之友

Position: Respite & Enrichment Program Coordinator

Hours: 15-20 hours per week to start

The Enrichment Program Coordinator assists the Enrichment Program Manager with coordinating and managing the respite and enrichment programs, as well as special events. This position supervises the program instructors, as well as representing FCSN to communicate with the students' parents, regional centers and other community agencies. We are looking for someone who is a quick learner, flexible, patient, a team player and enjoys working with school- aged students. This position requires working on certain Saturdays or Sundays for programs and special events during the year.

Job Duties and Responsibilities:

Provide support to the Enrichment Programs and Outreach Department.

- Manage, promote, coordinate and oversee all aspects of the programs (ie. respond to inquiries, handle registrations)
- Assist with maintaining the inventory of all the enrichment program supplies and materials
- Prepare teaching materials, supplies and participant sign-in/out sheets for each program.
- Maintain good communication with students and parents
- Recruit youth volunteers to help at the various programs and oversee them during class
- Record volunteer hours and sign the volunteer forms when requested.
- Assist in coordinating and preparing for FCSN annual special events (ie. Gala, Special Needs Talent Showcase, Family Day, etc.).
- Perform administrative (ie. filing, copying, etc.) and non-administrative tasks (ie. running short errands) as needed

Manage and coordinate the Respite Program for the East Bay and South Bay

- Recruit respite workers for the program to work for families
- Respond to inquiries regarding the program from families and regional centers
- Prepare new client files by obtaining all necessary documents
- Maintain and update client files as needed and ensure that clients' Respite POS (Purchase of Services) from the Regional Center is most current
- Conduct respite training and orientation for new workers and families coming into the program
- Track and record clients' and workers' hours in respite tracking spreadsheets
- Review workers' time sheets every 2 weeks and send to respite manager for signature
- Reconcile respite hours at the end of each month with Accounting

Qualifications and Skills:

- Must have high school diploma or equivalent
- Must be computer literate and proficient with Google Docs, Slides, Sheets and Forms and Zoom
- Must be detailed-oriented, organized, reliable, a team player, has good communication skills, can multi-task, and be able to work with minimal supervision.
- Must be able to work on certain necessary Saturdays or Sundays.
- Preferably some experience or studies in education, special needs or with school-aged students.
- Must be fluent in English. Cantonese or Mandarin speaking is a plus but not required.
- Graphic design and video editing experience is a plus but not required.