



Weekend Program and Clubs Coordinator Job Description

The mission of the Max Higbee Center is to provide community-based recreation programs for youth and adults with developmental disabilities. Our activities promote social, physical, emotional, and cognitive growth and development of our members. By engaging in MHC programs and activities, our members also achieve greater independence in their lives and increased involvement in the community.

The Evening Program Coordinator is an essential member of the Max Higbee Center team. This person will plan and facilitate activities for our established Weekend Program and evening clubs as well as support a re-launch of our after-school activities that target and engage students with disabilities ages 14 - 21. This role requires significant leadership to support and engage program staff, members, and families. This position also performs light planning functions and will have a leadership role in upcoming strategic planning work.

This is a recently developed position at Max Higbee Center and the ideal candidate will work closely with the Program Managers and Program Director to develop and document the roles and responsibilities of this position.

Reports To: Program Director

Expected Hours: Average of 35 hours per week; a minimum of 32 required.

Schedule: This position requires a work schedule of Tuesday - Saturdays, including afternoon shifts and 4:30 - 9pm Friday and Saturday Weekend Program shifts. Additional, flexible hours will be scheduled as needed. We are a collaborative team that works to ensure coverage when needed.

Compensation: This is a coordinator level position with pay of \$19-\$20 per hour.

Paid Time Off: As a full-time position, this position will start with the following paid time off and will accrue more after 2 years of employment:

- 2 weeks of flexible, accrued PTO. Accrual will begin upon hire.
- 9 days of sick leave. All sick time is received upon hire.
- 4 weeks of paid holiday/program closures that are scheduled throughout the year

Other Benefits:

- \$100/month as an individual benefit to be used at your discretion. This benefit is intended to support employee health and well-being
- Discounted rates at Vital Climbing Gym
- Monthly professional development opportunities

Specific Duties Include (but are not limited to):

- Plan Weekend Program activities and engage staff and members in the planning process.
 - Submit activity plans monthly to the Program Managers to be included on calendar and newsletter.
 - Monitor staffing levels and communicate to the Program Managers and Program Director if more or fewer staff are regularly needed to support the programs.
- Research and coordinate Weekend Program outings, including outreach to members, families, and community partners as well as collaborating with program staff.
- Support and act as the main point of contact for clubs and other specialized group programs (ex: Higbee Hikers) under the general supervision of the Program Director and in collaboration with the Program Managers
 - Coordinate with club leaders for planning of clubs and specialized group programs under the direction of the Program Director
- Work with the Program Director to re-launch after- school activities
- Support staff with emergent coverage needs, including being on-call to assist with troubleshooting and program management.
- Monitor and follow up with staff notes, contact families for support when needed, and manage incident reports and incident response follow up.
- Schedule activities with community partners as needed and desired.
- Support staff with current community partner events, such as monthly Art Walk, and identify new community partners for program collaboration and support.
- Support staff with performing their duties in programs through instructions, being available for questions, and offering regular feedback.
- Participate and contribute to staff and leadership meetings and activities.

General Responsibilities:

- Provide leadership in other programs and services.
- Support Managers by taking on additional roles and responsibilities to benefit members, programs and community partners.
- Model exemplary work for Recreation Leaders to follow.
- Build relationships with members and their families/support teams.
- Support onboarding and training of new staff to ensure high-quality programs.
- Ensure accommodations are provided for members, volunteers and staff to engage in program activities successfully on their own terms.

Required Qualifications

- Supports Max Higbee Center's mission and values
- Excellent interpersonal and communication skills
- Self-directed and self-motivated, including the ability to take initiative
- Strong time management skills, including being punctual and reliable
- Strong leadership skills and ability to work with minimal supervision

Max Higbee Center

1400 N. State Street Suite #101, Bellingham, WA 98225

Phone: 360-746-7181 | 711 (WA Relay/TTY)

www.maxhigbeecenter.org

- Ability to maintain confidentiality of staff, volunteers, and participants
- Willingness to grow with feedback and professional development opportunities
- Ability to multitask and work in a dynamic, person-centered environment
- Proficient computer skills, including prompt email responses, and familiarity with Microsoft Office and Google Suite programs
- Must be able to pass a background check
- Must be able to carry a heavy (10 lb+) backpack during your shift and cover up to 5 miles in a shift
- Must be able to provide mobility assists to support members on outings, including people who use wheelchairs and walkers or are blind/vision impaired
- Must show or obtain CPR and First Aid certification within three months of hire
- Must be able to work in-person at our Bellingham, WA location
- Must be current on vaccinations, including COVID-19, or able to obtain upon hire

Desired Qualifications

- Bachelor's degree OR relevant experience/education
- Previous nonprofit experience
- Previous experience supporting and empowering people with developmental disabilities
- Proficient with Zoom meeting management

Accommodation

If you are applying for a job or internship at Max Higbee Center and have a disability and need accommodation for the application process or job duties, please contact the MHC Program Director at (360) 398-6669.

Nondiscrimination/Equal Opportunity

Max Higbee Center does not discriminate against any person on the basis of race, color, national origin, religion, disability, sex, sexual orientation, gender expression and/or identity, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity, and/or grievance procedures should be directed to the Program Director at (360) 398-6669.

To Apply:

Submit the following materials to admin@maxhigbeecenter.org

- Cover letter indicating your qualifications and experience
- Resume
- References (at least 2 professional references)

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