



## JOB DESCRIPTION

**Job Title:** Day Program Coordinator

**FLSA Status:** Salary Exempt

**Reports To:** Day Program Director

**Date:** January 2023

The mission of Cornerstone Ranch is to empower adults with special needs to live the abundant life they were created for. Cornerstone offers a residential home and day program for adults with developmental disabilities.

Our vision is to change the way people with disabilities are cared for in North Texas by presenting a replicable model that is professional in care, pure in its service and founded on faith.

## JOB OVERVIEW

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The Day Program Coordinator works alongside the Day Program Staff and the Day Program Director in providing an enriching, loving and safe environment for adults with special needs who participate in the Cornerstone Ranch Day Program.

The Day Program Coordinator is expected to uphold the faith-based values and goals of Cornerstone Ranch, remembering that our focus goes beyond humanitarian service as we try to meet the spiritual needs of our community.

The primary function of the Day Program Coordinator is to support the Day Program Director, staff and Ranchers through direct and administrative care. This role provides direct support and care to Ranchers, training staff, working with the Day Program Director to develop policies, procedures and the necessary administrative structure, and assisting with assuring the Day Program is in compliance with best practices within the industry. The Program Coordinator can assume limited Day Program Director responsibilities upon the Directors absence.

## WORK EXPECTATIONS

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- Full Time position 40 hours per week
- Work hours are typically 8:30 a.m. to 4:30 p.m. Monday - Friday plus additional hours for staff meetings, staff retreat, program planning, staff and volunteer training, event support, etc.

- Able to maintain multiple ongoing projects effectively.
- Attend all staff meetings and annual staff retreat.
- Follow all policies and procedures to a high degree of integrity.
- Able to maintain accurate records including Rancher observation notes, MARs, I&A Reports, charts, etc.
- Maintain Rancher confidentiality and privacy.
- Consistently displays the personal qualities of integrity and credibility with a commitment to and passion for the Cornerstone mission.
- Monitor and support staff, Ranchers and their families in a compassionate manner.

## RESPONSIBILITIES

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### COMMUNITY INVOLVEMENT

- Assist the Program Director in maintaining a positive relationship with community partners.
- Assist the Program Director in effectively training volunteers in how to interact with and support our participants during planned activities.
- Coordinate products and displays for Cornerstone Markets in the community.
- Proactively communicate the mission and vision of Cornerstone Ranch to community members.
- Represent Cornerstone Ranch in a professional and dignified manner at all times.

### SPIRITUAL DEVELOPMENT

- Encourage creative ways for spiritual growth in both staff and Ranchers.
- Act as a role model and mentor for our Ranchers, staff, volunteers and visitors.

### PROGRAM COORDINATION

- Assist and support the Day Program Director with staff support, projects and tasks as needed.
- Provide assistance and support to staff in the areas of educational and spiritual learning techniques, technology use and other needs as they arise.
- Assist the Program Director in safety related tasks such as monitoring medication inventory, emergency backpacks and safety drills.
- Assist the Program Director in the coordination of substitutes and volunteers to ensure program continuity.
- Assist the Program Director in timely program related purchases within budget guidelines.
- Assist the Program Director with creating strategies, structure and processes that result in a more efficient program model.
- Assist the Program Director with policies and procedures related to the program by evaluating existing policies and procedures and creating new ones as needed.
- Assist in providing necessary training and support to ensure that all policies and procedures are understood, implemented and followed by staff.
- Assist the Program Director in ongoing program development and in the development of new program activities.
- Assist with training: including new staff onboarding, program specific training, volunteer, substitute and other training as assigned.
- Assist with managing and coordinating all admissions related Rancher records.

- Assist with ensuring that all Rancher documentation related to the Day Program are accurate and up to date (attendance, directory, contacts, emergency evacuation logs, off campus activity logs, etc)
- Assist with new Rancher orientation and training.
- Fill-in for Program Director as needed.

### OUTREACH

- Assist in creating a welcoming and safe environment for participants, volunteers, and visitors.
- Assist the Program Director in developing meaningful outreach opportunities within the Cornerstone Family and the community.
- Help with annual fundraising events when needed.
- Assist the Program Director in working with the development team to create and deliver thank you gifts to donors, board and special friends of Cornerstone.
- Be available to meet visitors touring Cornerstone when the Program Director is not available.

### COMPETENCIES

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To perform the job successfully, an individual should demonstrate the following competencies.

- See attached list.

### QUALIFICATIONS

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION AND EXPERIENCE

Level 1 Coordinator:

- High school diploma/GED required (Associate degree preferred)
- Experience in an educational role (paid or volunteer)
- Supervisory experience

Level 2 Coordinator:

- Bachelor's degree (B.A.) from four-year college, or university
- Experience in an educational role (paid or volunteer)
- Supervisory experience

### LANGUAGE SKILLS

- Ability to read and interpret and write documents such as safety rules, operating and maintenance instructions, lesson plans and procedure manuals.
- Possess excellent verbal and written communication skills to write routine reports and correspondence within the Day Program and the Community.

## REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Understands and can implement basic instructional methods.
- Ability to analyze situations and make program changes in a timely and effective manner.
- Ability to be calm under pressure.
- Ability to stay organized and prioritize program / task needs in an effective manner when changes occur.

## OTHER KNOWLEDGE, SKILLS OR ABILITIES

- Demonstrate care, compassion, and patience when working with adults with special needs.
- Passionate about ensuring that each participant in the Cornerstone program is afforded the guidance, assistance and opportunities needed to reach their highest potential.
- Have experience (volunteer or paid) working with adults who have intellectual or developmental disabilities. Experience working in a group setting is a plus.
- Have experience supervising staff in a workplace setting.
- Demonstrates outstanding organizational skills, flexibility and adaptability
- Proficiency in using a variety of technology applications including Google Drive.
- Current driver's license, acceptable driving record and valid car insurance required.
- Have a clear background check with no related offenses that may jeopardize the integrity of our program.

## PHYSICAL DEMANDS

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- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must frequently lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required of the supervisor.

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ACKNOWLEDGED: Employee

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Printed Name

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Date