

## **Part -Time Milwaukee Sibshop Coordinator**

### **WisconSibs Inc**

**PURPOSE:** Develops, coordinates, and implements WisconSibs youth events and communication in the Milwaukee area. Works along with a team of staff and volunteers to train and coordinate specific youth activities and facilitators. May also be required to assist with other activities necessary for program sustainability.

#### **TYPICAL TASK:**

1. **Development** – Will work under the direction of the Youth Programs Manager to conceptualize, develop, and implement youth sibling programs, specifically Sibshops for children ages 6-12, Teen Sib Leadership and facilitator training programs. Will be responsible for working with and recruiting volunteers, particularly trained Sibshop facilitators, to provide leadership, training and coordinate their efforts. Must be available to facilitate Sibshops, in and around Milwaukee throughout the year and schedule teen programs.
2. **Communication/Promotion:** Must clearly and effectively communicate event/activity needs and expectations to volunteers, staff and potential participants. Will write clear program plan outlines, oversee written and electronic media (website/social media) information pertaining to the youth sibling programs, events and services. Provide accurate information and courteous service to the public and ensure that event/activity volunteers do well.
3. **Activity Reports:** Must keep accurate records of program activities including, but not limited to registrations, attendance, the number of volunteers involved, follow-up inquiry records, program effectiveness (written and verbal evaluations) and recommendations. Will provide regular written feedback regarding each event to the Youth Programs Manager.
4. **Performs other duties as assigned.** Flexible time schedule. Work from home with regular check ins with the WisconSibs staff.

#### **AUTHORITY:**

The Milwaukee Sibshop Coordinator reports directly to the Executive Director.

#### **QUALIFICATIONS:**

1. Experience or training in conceptualizing and developing research-based programs. Minimum of BA degree in psychology, education, or other social science preferred.
2. Excellent communications, organizational, and public relations skills.
3. Willingness and capability to communicate mission, philosophy and policies of WisconSibs.
4. Excellent listening and facilitating skills with children and teens. Must be trained Sibshop facilitator or be willing to be trained.
5. Must be willing to study ongoing information, resources and research pertaining to siblings of people with disabilities and the issues that affect them.

**PAY and SCHEDULE:** Part-Time – Approximately 10 hours per week at \$20 per hour. No additional health or retirement benefits. Work from home and community settings.

**OTHER:** Willing to have background checks and supply references

**APPLICATION:** Please send resume to [apply@wisconsibs.org](mailto:apply@wisconsibs.org)