

**ADULT SIBLING PROGRAM COORDINATOR**  
**WisconSibs**

**FUNCTION:** Develops, coordinates, and implements adult sibling programs, events, and communication. Often works along with a team of staff and volunteers to provide information for grant requests, training, and coordination of specific activities. May also occasionally be requested to assist with other organizational responsibilities.

**TYPICAL TASKS:**

1. Development - Will work under the direction of the Executive Director to conceptualize, develop, coordinate, and implement adult sibling programs and events. Will be responsible for working with volunteers to provide training and coordinate their efforts.
2. Communication/Promotion - Must clearly and effectively communicate event/activity needs and expectations to volunteers and staff. Will write clear program plan outlines and oversee written and electronic media (video/website) information pertaining to the adult sibling programs, events, and services. Provide accurate information and courteous service to the public and ensure that event/activity volunteers do as well.
3. Activity Reports - Must keep accurate records of promotion and program activities, including, but not limited to, public attendance, the number of volunteers involved, follow-up inquiry records, program effectiveness, and recommendations. Will provide regular written feedback regarding the program to the Executive Director.
4. Specific programs and events include:
  - Journey Forward – Organize events, promote, and coordinate materials, room, food, etc.
  - Adult Sibling Advisory Group – Organize agenda, coordinate materials, room, food, etc.
  - Adult Sibling social events (4 per year) – Fall, Holiday, Spring, Summer – usually include siblings with disability.
  - Research and develop Annual Adult Sibling Conference – Conceptualize, develop agenda, organize and coordinate volunteers, materials, accommodations, and details of the event.
  - Adult Sibling seminars/networking sessions – for Sibs only (not sibling with disability) – To be developed.
5. Performs other duties as assigned. Flexible time schedule.
6. Other additional projects to discuss with the Executive Director and Manager of Fund Development include:
  - Casino Night Social/Fundraiser events
  - Annual Fall fundraiser
  - Board committee participation

**AUTHORITY:**

The Adult Sibling Program Coordinator reports directly to the Executive Director and works in coordination with the Director of Special Projects.



QUALIFICATIONS:

1. Experience or training in conceptualizing and developing research-based programs.
2. Excellent communications, organizational, and public relations skills.
3. Willingness and capability to communicate the mission, philosophy, and policies of WisconSibs.

PAY RATE and SCHEDULE: The compensation rate is \$22-24/hour. This is a part-time, flexible-schedule position. Pay and schedule are to be negotiated depending on prior experience, flexibility, program needs, and other additional projects (item #6). No health or retirement benefits. Prorated PTO provided.

- Average hours/week = 10-15 hours