



Mount Jubilee Ministries

His Path Day Program Assistant Program Coordinator Job Description

Mount Jubilee Ministries was established in 2005 as a non-profit 501(C)(3) faith-based organization to partner with individuals with intellectual and developmental disabilities, their families and our community to help provide opportunities for productive living. MJM is a grassroots organization commissioned to provide alternative programs and services for the mild to moderate teen and adult I/DD community.

Job Description: Part Time or Full Time

Education: Two-year degree in a human services field

Hiring Range: \$15 - \$16.50/hour

Recommended Experience: 2 years of experience with individuals with Intellectual and/or Developmental Disabilities (I/DD) population

Job Brief: MJM is looking for a ministry-minded person to fill a part time or full-time program assistant coordinator position. This person will assist with overseeing programming for His Path Developmental Day Program. This person will be assigned to perform a variety of duties including but not limited to creating a monthly program calendar, creating schedule, individual support, documentation, facilitation of activities and maintaining a safe and enjoyable environment for our day program participants.

Assistant Program Coordinator Responsibilities:

- Create monthly program calendar (delegate copy creation to support staff)
- Ensure families get copies before the start of the month
- Help ensure the success of daily operations of the day program
- Communicate effectively with families
- Chaperone field trips
- Help to maintain a safe and engaging environment for everyone
- Maintain certifications and trainings as required by the program
- Report and communicate incidents & behaviors to Programs Coordinator
- Keeping the facility organized and clean
- Have a passion to know/learn how to best serve each individual (strengths/behavioral triggers, etc)
- Other duties as assigned

Send inquiries and resume to: program@mountjubilee.org or mail to:

Mount Jubilee Ministries

PO Box 81

Reidsville, NC 27320

"Speak up for those who can't speak for themselves, for the rights of those who need an advocate." Proverbs 31:8

PO Box 81, 1520 S. Scales Street, Reidsville, NC 27323 ♦ 336-552-3766

MountJubileeMinistries@gmail.com ♦ www.MountJubilee.org

