



<b>Title:</b> Programs Coordinator	<b>Classification:</b> Salary
<b>Reports to:</b> Director of Program Strategy	<b>Last Revised:</b> November 2025
<b>Term:</b> Full-time	<b>Pay:</b> \$20-28/hour; (\$41,600-\$58,240 FTE) DOE; Salary ranges listed are based on 40 hours/week

### About REVEL

**Mission:** REVEL is the bridge to adulthood for people with autism and I/DDs to live meaningful, enriched lives.

**Vision:** Life Without Limits

**Purpose:** Our purpose is to fight potential isolation, depression, unemployment, and risk factors related to quality of life. We do this by providing opportunities to teach critical skills that enhance the lives of teens and adults with autism encouraging them to reach their fullest potential.

### Benefits for you:

- Competitive pay
- Paid time off, holidays throughout the year and a floating holiday
- Medical and dental for full-time employees
- 403 B Matching up to 2%
- Flexible scheduling options for work-life balance
- Stipend for professional development and continuing education
- Tuition reimbursement
- Opportunities to grow with a young, dynamic nonprofit
- Collaborative work environment with experienced professionals
- Diverse experiences with clients across various activities and community engagement
- An inclusive, fun, and active work setting

**General Description:** The **Programs Coordinator** supports the success of REVEL's **Gear Up, Lounge, and Teen** programs through intentional planning, organization, and coordination of program activities. This role focuses on developing engaging trimester schedules, coordinating outings and special events, and ensuring that programs offer high-quality, meaningful experiences for participants.

The ideal candidate is organized, creative, and collaborative — someone who enjoys bringing ideas to life, managing logistics, and supporting a team that's passionate about helping neurodiverse young adults thrive.

### **Primary Objectives and Duties of The Job:**

#### **Program Planning & Coordination**

- Design and coordinate enriching daily experiences across REVEL's Gear Up, Lounge, and Teen programs, including community outings, wellness activities, and skill-building sessions.
- Develop scope and sequence schedules that offer a well-rounded balance of independence, recreation, inclusion, and personal growth.
- Research and collaborate with community partners, vendors, and venues to bring creative, mission-aligned opportunities to life.
- Work closely with program staff and leadership to ensure all activities reflect participant interests, seasonal themes, and individualized goals.
- Help design and maintain user-friendly systems for program planning, documentation, and calendar communication across teams.
- Support real-time scheduling adjustments in collaboration with REVEL's Scheduler to ensure smooth, well-supported program operations.

#### **Program Quality & Engagement**

- Collaborate with staff to ensure daily programming is meaningfully support participant growth, independence, and social connection.
- Gather and incorporate feedback from staff, participants, and families to continuously improve program design and engagement.
- Support ongoing documentation by maintaining key program data and contributing to outcome reports and storytelling.
- Assist in planning and facilitating special events, family gatherings, and cross-program initiatives that strengthen REVEL's community.
- Offer creative, inclusive ideas that reflect REVEL's values, ensuring every activity is both purposeful and engaging.

#### **Outreach & Community Engagement**

- Represent REVEL with warmth and professionalism at community events, resource fairs, and outreach opportunities to build awareness and connection.
- Distribute program materials and support timely, values-aligned follow-up with families, partners, and community members.
- Help identify and cultivate new partnerships, venues, and community-based activities that

enrich participant experiences and expand REVEL's reach.

- Build and maintain strong, inclusive relationships across the broader community, serving as a trusted and engaging ambassador of REVEL's mission.

### **Participant Intake & New REVELer Support**

- Serve as the primary point of contact for inquiry phone calls from prospective participants and families, offering clear information, warmth, and support.
- Complete new participant intakes, ensuring accurate documentation and seamless internal communication with program staff.
- Coordinate and support a smooth transition for new REVELers, including:
  - Preparing staff for the participant's first day
  - Welcoming new participants and families
  - Orienting them to routines, spaces, and expectations
  - Ensuring they feel connected, informed, and supported

### **Advancement Opportunities:**

The Programs Coordinator position provides a solid foundation in program development, coordination, and leadership within a nonprofit setting. Potential advancement opportunities include:

- **Program Manager**
- **Outreach Manager**
- **Operations Manager**

Other Job Duties for Advancement to include:

- Contribute to Program Development
- Build Cross-Program Relationships
- Create a Community Networking event
- Assist with Strategic Planning
- Coordinate Community Outreach
- Help create a system for tracking program outcomes
- Training of new staff

### **Ideal for someone who is:**

- **Creative Planner:** Brings curiosity and intention to designing inclusive, engaging activities that spark connection and joy.
- **Organized & Dependable:** Keeps logistics running smoothly, follows through on details, and thrives in a structured, mission-driven environment.
- **Community Connector:** Enjoys building relationships and representing REVEL with authenticity in both new and familiar spaces.
- **Collaborative:** Communicates clearly, works well across teams, and contributes to a positive, people-centered culture.

- **Flexible & Positive:** Embraces shifting needs with steady energy and a solutions-oriented mindset.

**Preferred Experience/Qualifications:**

- Ideally looking for someone with at least 1-2 years of experience with I/DD community
- Physically able to perform job responsibilities (active movement, lifting up to 40 lbs.)
- CPR/First Aid preferred
- **We are looking for a range of days and hours.** This position requires the ability to **work flexible hours.** Hours and days range from Monday - Friday 9am - 6pm and evenings and weekends may be needed for specific job related sessions.
- Must have reliable transportation, a valid driver's license, and a willingness to transport clients in your vehicle.

**What to expect:**

1. Fill out application
2. REVEL will review your application and reach out with next steps
3. Initial interview (30 minutes)
  - a. Going over REVEL, the Job position in more detail, Candidate job experience, REVEL's values
4. REVEL will review interview and reach out with next steps
5. Interview 2 - in person interview (1-1.5 hours)
  - a. Interactive portion with clients/REVELers
  - b. Sit down interview with situational questions
6. Follow Up / Take home portion
7. REVEL will reach out with a decision

REVEL is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. REVEL is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

If you require reasonable accommodation to complete this application, to participate in the interview process or to otherwise complete the hiring process, please contact Gabby Lorge, Operations Director at [gabby@revelinlife.org](mailto:gabby@revelinlife.org).