



Down Syndrome Network of Montgomery County

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Position Title: Youth Program Coordinator

Reports To: Executive Director

Status: Part-time, 25 hours per week

Compensation: \$26/hour, sick and safe leave

Hybrid Position: This role is primarily remote (home office; must provide own computer and workspace) with regular in-person responsibilities. The Coordinator will lead and support out-of-school programs for school-aged children in Montgomery County and surrounding areas, with occasional regional events. Monthly in-person staff meetings are required (first Tuesday of each month, 10:30am–12:30pm). Reliable transportation is essential, and a car is required.

About DSNMC

The Down Syndrome Network of Montgomery County (DSNMC) empowers and supports individuals with Down syndrome, their families, and the broader community through education, partnerships, resources, and advocacy. Since 1986, DSNMC has provided programs and services for people with Down syndrome of all ages, including New Family and Medical Outreach, the Parent/Caregiver Speaker Series, Grupo Latino, and Teen and Adult programming. Through these efforts, DSNMC serves as a trusted resource and advocate for families, schools, and community partners in Montgomery County.

Over the years, DSNMC has connected with hundreds of families, providing guidance, support, and opportunities for growth. The organization is committed to inclusive, evidence-based practices and fosters meaningful connections that empower individuals with Down syndrome to thrive in all aspects of life.

Position Introduction

We are seeking a motivated and organized Youth Program Coordinator to join our team. This individual will plan, implement, and manage youth-focused programs and events that are safe, inclusive, engaging, and grounded in evidence-based practices. A key aspect of this role is developing new community partnerships and maintaining existing relationships to expand DSNMC's reach and ensure high-quality, inclusive programming.

The Coordinator will work closely with families, volunteers, staff, and community partners to foster connections and ensure that participants have meaningful opportunities to learn, socialize, and thrive. This role is responsible for designing and delivering programming that aligns with DSNMC's mission and best practices for supporting youth with Intellectual and Developmental Disabilities (IDD).

The ideal candidate is passionate about creating empowering experiences for youth with IDD, has strong organizational and communication skills, and enjoys collaborating with families, volunteers, and community partners. Flexibility to work evenings and weekends as needed is essential.

This is an exciting opportunity to make a tangible impact in the lives of individuals with Down syndrome and their families, helping them build confidence, skills, and meaningful connections in the community.

Key Responsibilities

Program Design and Implementation

- Develop and deliver evidence-based, inclusive programs for school-aged youth with Down syndrome, including after-school, weekend, school break, and summer activities.
- Foster academic, social-emotional, and leadership development through structured programming, workshops, and social/recreational activities.
- Design and implement program evaluation to assess effectiveness and inform future programming.
- Incorporate educational software and applications into out-of-school activities to support learning and engagement.

Community Partnerships and Organizational Development

- Build and maintain partnerships with schools, businesses, and community organizations to expand outreach and inclusive programming.
- Lead DSNMC's Education Committee to ensure alignment with youth programming goals.
- Assist with grant writing, reporting, and program evaluation to support organizational growth.
- Administer DSNMC's scholarship program to reduce financial barriers for participation.
- Contribute to strategic planning based on data, evaluation, and family input.

Program Administration

- Manage program logistics, including scheduling, materials, facilities, and staffing.

- Maintain records of participation, outcomes, and evaluation metrics.
- Support promotional efforts and outreach for programs.
- Conduct needs assessments to guide future programming and ensure sustainability.

Qualifications

- Bachelor's degree in education, social work, special education, recreation, or a related field preferred.
- Experience working with children with Down syndrome or other IDD.
- Knowledge of evidence-based inclusive practices and youth development for children with Down syndrome and other IDD.
- Strong organizational, communication, and interpersonal skills.
- Experience in program planning, designing and implementing evidence-based programs, evaluation, and grant writing.
- Demonstrated commitment to inclusive and culturally responsive practices.
- Ability to work independently and collaboratively in a small nonprofit.
- Reliable transportation (car required) and availability for evenings/weekends as needed.

How to Apply

Submit a resume, cover letter, and references via email to brooke@dsnmc.org with the subject line: *Youth Program Coordinator Application*.

Application Deadline: December 8, 2025

DSNMC is an Equal Opportunity Employer. All qualified candidates are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.