



## Job Description

**Department: Childcare**

**Job title: IGP Program Coordinator**

**Reports to: Childcare Director**

**Status:**

- Exempt  
 Nonexempt

**Type of position:**

- Full-time  
 Part-time  
 Contractor  
 Intern

**Hours:**

40 per week

**General Position Overview:**

The Intergenerational Coordinator has primary responsibility for the overall success of the intergenerational program and the training of its staff. This person ensures that all activities are created, implemented and evaluated using the ONEgeneration Intergenerational Curriculum.

**Main Responsibilities:**

- Executes a multi-level intergenerational program that follows the ONEgeneration Intergenerational Curriculum.
- Provides ongoing quality assurance in intergenerational programming that includes, but not limited to observing, assisting and facilitating intergenerational programs.
- Provides a monthly planned schedule of intergenerational activities.
- Responsible for collecting and tracking evaluations of IGP activities.
- Organizes and facilitates monthly IGP planning meetings with each IGP team.
- Coordinates with both the adult day care and childcare director to ensure the success of the program.
- Provides intergenerational orientation to all new employees of the Intergenerational Center.
- Updates ONEgeneration's intergenerational manual with at least 12 new activities per year.
- Schedules and facilitates special events, including but not limited to Intergenerational Week, Intergenerational Day, and monthly entertainment, as budget permits.
- Interfaces with both adult day care and child care staff for coordination, development & supervision of Intergenerational activities.
- Facilitates IGP activities.
- Cooperates with research projects, assisting in record keeping, implementation and evaluation components of adult day care and intergenerational activities.
- Assists in development of policies, brochures, and materials dealing with intergenerational programming.
- Responsible for maintaining intergenerational boards which includes, but is not limited to, taking regular pictures of programming.
- All other duties as assigned.

**Qualifications:**

Minimum of five years of employment in early childhood education or gerontology. Extensive knowledge and understanding of either early childhood development or Alzheimer's Disease and related dementia. Be experienced in supervising other staff, obtain and maintain current CPR and First Aid certificates, and have a demonstrable aptitude for working with older individuals, persons with disabilities, dementia and children under the age of 6. Computer literate. Bachelors Degree in Early Childhood Education, Gerontology, or related field from an accredited college or university is preferred.

**Working conditions:**

Working conditions are normal for an office environment. Work may require some weekend and evening work.

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Employee Signature

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Date