



SUPPORT FOR FAMILIES OF CHILDREN WITH DISABILITIES

A support and resource organization providing services for families of children with disabilities

Job Announcement

Position: Special Events and Volunteer Manager

Hours: Full Time

Position Available: Now

Job Location: Support for Families of Children with Disabilities.

Position Description: The Special Family Event and Volunteer Manager implements SFCD Special Family Recreational/Social Events, oversees the logistics, conducting outreach, set up and take down, follow up with evaluations. They also recruit, train and supervise volunteers for all SFCD activities; they maintain a recognition system for volunteers; and maintain all reports relevant to Special Family Events and Volunteers.

Qualifications: Special Events and Volunteer Manager must be a clear thinker, very creative and energetic, and have excellent people skills. Must have proven communication skills (both verbal and written) as well as organizational skills.

Required knowledge: demonstrated ability to implement multiple special events and experience working with volunteers. Must have excellent references.

Support Families of Children with Disabilities is a non-profit organization that offers parent-to-parent emotional support to families who have children with disabilities, and information and educational services to families and the professionals who work with them. Our purpose is to support families of children with disabilities as they face challenges. Services include: a phone line, drop-in center, information and referral, support groups, parent mentor program, trainings, workshops, community education, special family events and newsletter. For more information see website at www.supportforfamilies.org

Please send cover letter and resume: Executive Director
E-mail: jobs@supportforfamilies.org

Support for Families is an equal opportunity employer. Qualified women, racial and ethnic minorities, persons with disabilities, parents of children with disabilities, and gays and lesbians are encouraged to apply.