

**VILLAGE OF PROGRESS, INC.**  
**JOB DESCRIPTION**

**JOB TITLE: Consumer Employment & Volunteer Coordinator**

**RESPONSIBLE TO: Program Manager**

**DATE: 5/2025**

**FLSA STATUS**

**EXEMPT:**

**NONEXEMPT: X**

**EMPLOYMENT STATUS**

<b>REGULAR</b>	<b>X</b>
<b>TEMPORARY</b>	
<b>VARIES</b>	
<b>FULL-TIME</b>	<b>X</b>
<b>PART-TIME</b>	
<b>VARIES</b>	

**PRIMARY RESPONSIBILITIES:**

1. QIDP: Qualified Intellectual Disabilities Professional (See QIDP description)
2. Solicit and Oversee Community Employment and Volunteer Activities
3. Department of Labor & DHS Requirements
4. Oversee On-Site Production Work
5. Assist with Special Olympics Program (See Special Olympic Coach description)
6. Village of Progress Employee Responsibilities (See VOP Employee Responsibilities description)

**SPECIFIC DUTIES:**

**#1 – QIDP: Qualified Intellectual Disabilities Professional** (See QIDP description)

**#2 – Solicit and Oversee Community Employment and Volunteer Activities**

- Regularly communicates with local businesses to explore work that could be performed at their site, whether janitorial, assembly, or other.
- Regularly communicates with local agencies to explore what volunteer activities consumers could complete.
- Coordinate the assignment of clients to their appropriate off-site work and volunteer activities in cooperation with the Program Manager.
- Work with the Program Manager to determine which DSPs should be assigned to accompany which clients for various off-site work and volunteer activities.
- Evaluates pricing for all jobs in conjunction with the Executive Director.
- Maintains familiarity with client productivity.
- Prepare timely billing for all completed work.

**#3 – Department of Labor & DHS Requirements**

- Schedules and notifies of annual DRS and NICIL training courses for all consumers to attend, coordinates with Program Manager and Transportation Supervisor regarding training dates.
- Oversees and updates the DHS requirements to enable use of DHS Rates for Small Group Employment Supported Employment, Large Group Employment, Individual Supported Employment, and Job Coaching.
- Maintains an understanding of Department of Labor Wage & Hour regulations.
- Devises and maintains an hourly evaluation system that follows DOL regulations.
- Completes all piece rate time studies.
- Prepares bid and bid sheet for subcontract work.
- Completes the annual prevailing wage survey to ensure that our consumers are paid fairly on hourly and piece rate jobs.

### **#3 – Department of Labor & DHS Requirements, continued**

- Reviews and/or revises subcontract bids on at least an annual basis with the Executive Director.

### **#4 – Oversee On-Site Production Work**

- Coordinate and oversee all in-house manufacturing and contract work.
- Coordinate workflow and production layout.
- Ensure that all production meets strict quality control standards.
- Aware of the availability of headsets (hearing protection) and wears as appropriate.
- Maintain a close working relationship with customers to ensure their satisfaction – contacts.
- Evaluate potential contracts from the standpoint of: a) client's training needs and ability to complete the job, b) agency's ability to meet production demands, and c) company's reputation as a source of business.
- Ensure that shipping and receiving operations are completed on a timely basis.
- Prepare timely billings for all completed work.
- Work with the Program Manager to evaluate ongoing contracts with respect to efficiency and appropriateness for training.
- Recommend to the Executive Director the need for equipment, material and supply needs and purchases. Expenditures exceeding \$200 are to receive prior approval from the Executive Director.
- Evaluates pricing for all jobs in conjunction with the Executive Director.
- Aware of the availability of lift ease back support belts, their location, and proper usage and wears as appropriate.

### **#5 – Assist With Special Olympics Program (See Special Olympic Coach description)**

### **#6 – Village of Progress Employee Responsibilities (See Employee Responsibilities description)**

**PERSONNEL UNDER DIRECT SUPERVISION: N/A**

#### **MINIMUM QUALIFICATIONS:**

At least one year of experience working directly with people with developmental disabilities, a bachelor's degree in human services field, willingness to get CPR and First Aid certified, QIDP trained or willingness to get QIDP training through VOP.

#### **DESIRABLE QUALIFICATIONS: (Qualifications in addition to the above)**

Experience in the training and supervision of disabled adults, courses in the usage of communication devices and on the administering of assessment tools

*Village of Progress Job Descriptions are guidelines. They are not intended to identify every task that an employee will be asked to do. Job Descriptions are intended to provide a general outline of the work, responsibilities and qualifications of the position. Employees are expected to provide whatever assistance is needed so that consumer and organizational success can be achieved. If an employee has a medical restriction that affects a duty listed in the employee's job description or functional analysis, RN must be provided with a copy of the doctor's orders annually.*