



Youth & Adult Coordinator Job Description 2026 Seasonal Role December 2025-August 2026

Overview

It's often said that the "heart and soul" of the NDSC Convention is the Youth & Adult Conference (Y & A Conference), which attracts 350 individuals with Down syndrome aged 15 or older from across the country. The Youth & Adult Coordinator plays a vital role in planning and executing the conference. They work closely with an outstanding Y & A Conference Committee, many of whom have been part of the team for over ten years.

This position is a seasonal and contractor role. We aim to fill this position at the start of December and expect the selected candidate to work for NDSC until mid-August, averaging about 30 hours per week. This role requires a proven collaborative leader with exceptional attention to detail, multitasking abilities, and emotional intelligence.

1. Character and Personal Growth Attributes for All

- Respect for others, commitment to quality, integrity, self-motivation, and a positive attitude.
- Relationally, work well with staff, volunteers, parents/caregivers, resolve conflicts, and be trustworthy.
- Be an aggressive learner who consistently tries to grow in knowledge and competencies.
- Contributes to a healthy staff culture as we collectively strive to fulfill NDSC's mission and vision.
- Problem solve through scenarios as they arise in an independent manner.
- Manage multiple tasks at one time throughout the planning cycle.
- Uphold dignity and respect to individuals with Intellectual and Developmental Disabilities.

2. NDSC Staff Responsibilities

- The Youth & Adult Coordinator reports directly to the Convention Director.
- Submit a monthly staff report and expense report.
- Perform other responsibilities as assigned by the Executive Director, as time permits.
- Travel to Orlando for the Convention on Monday, July 20th and plan to leave on Monday, July 27th. NDSC will cover all travel expenses.

3. Collaboration

- Lead the monthly Y&A Committee meetings.
- The Y & A Coordinator will collaborate with the Communications Coordinator on communication and registration needs for the Y & A Conference and with the Volunteer Coordinator on the conference's volunteer needs.

- Collaborate with families and attendees ahead of Convention to address their needs.

4. Event Planning

- Success in this role requires balancing the big-picture perspective of managing the Y & A Conference with an exceptional ability to multitask, problem-solve, make sound decisions, and pay attention to details.
- Here are some of the key components related to event planning.
 - Be the project manager for the logistics of the Youth & Adult Conference.
 - Create and manage the schedule.
 - Work with the Convention Director on meeting room needs for the Y & A Conference.
 - Make arrangements for all food & beverages, including snack needs for the Y & A Conference. Dietary restrictions for all attendees will need to be met.
 - Work with the Y & A Committee to develop workshop topics, schedule, and identify and recruit speakers.
 - Make “table group assignments” for the participants with volunteers.
 - Develop the large group sessions with the Y & A Committee.
 - Work with the Convention Director to arrange vendors to support the Y&A Conference. There may be some overlap with other convention vendors.
 - Oversee the Sunday “Talent Show,” which requires participants to sign up beforehand, and then the Y & A Coordinator will schedule the different performances.
 - Review attendees’ medical and behavioral needs to ensure appropriate supports are available on site.
 - Provide training to volunteers on these medical and behavioral needs.

5. Onsite Y&A Conference Leadership

- Oversee all table volunteers and back-of-house volunteers who will be supporting the convention.
- Meet with parents/caregivers who have questions and concerns while at the Convention. Address their concerns in a calm and supportive manner.
- Maintain the Run of Show as Emcee for the big group activities.
- Provide a Welcome Introduction during Friday programming.
- Respond to any emergencies involving Youth & Adult Conference attendees, including, but not limited to, behavior issues, medical emergencies, and missing persons.

6. Administrative Tasks

- Track the Y & A Conference expenses to ensure we stay within budgetary parameters for the conference.
 - Submit invoices to the NDSC Accountant for bills to be paid directly to vendors.
 - Monthly, submit an expense report to the Convention Director for approval of expenditures that require reimbursement.
- Review past Y & Conference documents and records stored digitally across multiple locations, such as Google Drive and the computers of Y & A Committee members, and transfer them to the NDSC Teams/Shared Drive system. All work products for 2026 must be stored in the NDSC system.
- Identify the volunteer needs for the Y & A Conference and work with the Volunteer Coordinator to write brief job descriptions for the volunteer roles.

- Field all calls and emails from individuals and their parents/caregivers leading up to the conference and reply to them promptly and professionally.
- Send reminders and thank you notes to speakers, vendors, and key volunteers.
- Develop all PowerPoint slides needed for the large Y & A Conference group sessions. Review and edit, if necessary, any PPT slides for the Y & A workshops.
- Create the “Memory Book” that is given to all participants, with the assistance of the NDSC Communications Coordinator and volunteers.

7. Other Responsibilities

- Coordinate the quarterly meetings of the Self-Advocate Council.
 - Set up the Zoom meetings and send reminders.
 - Collaborate with key volunteers to create agendas to keep this group well-informed and engaged.
- Promote and review applications for the new Self-Advocate who will join the NDSC Board of Directors next year. Create the voting ballot for the candidates as voting takes place at the Y & A Conference.

8. Reviews & Evaluation

- All new employees receive an initial performance appraisal upon completing their first 90 days of employment.
- To ensure our staff receives consistent feedback and maintains an ongoing dialogue about priorities, performance challenges, and how they can feel supported and empowered, each staff member completes a monthly report that they submit to their supervisor. Part of this report includes their top three to five work priorities for the upcoming 90 days, updated on a rolling basis. They also detail the progress made on their current monthly priorities.
- Along with the monthly report, every staff member and supervisor will have regular (at least monthly) Check-In meetings. A significant part of these meetings will include being informed of and progressing towards their priorities for the next 90 days.
- Manage the post-convention feedback for the Y & A Conference and write a final evaluation report.

Qualifications

- Proven track record in initiation, problem-solving, attention to detail, empowering others, and multitasking.
- A high degree of emotional intelligence is required to work with a wide range of people.
- Strong interpersonal, verbal, and written communication and organizational skills are essential for this position.
- Humble and teachable spirit with a desire to consistently improve their work.
- Computer competency in Microsoft Office Suite products and experience with databases.
- Familiarity with Convention Management software platforms is preferable.
- Must have a valid driver’s license, reliable automobile, and appropriate insurance coverage.
- This is a seasonal contractor role. The salary will be based on the expectation that the role requires an average of 30 hours per week during the contract's duration. The hours will vary over the seven-month contract, with some evenings and weekends included. There is

flexibility regarding specific days and times. This is a remote position that requires travel to the Convention.