Big Wave Group

Enrichment Program Coordinator

The **Big Wave Group**, a 501(c)(3) nonprofit based in Half Moon Bay, seeks a thoughtful, organized, and community-oriented **Enrichment Program Coordinator** to plan, coordinate, and facilitate engaging enrichment programming for residents of the newly built **Big Wave Center**.

This role is responsible for delivering a **diverse range of social, recreational, and vocational enrichment opportunities** that promote community inclusion, personal growth, and meaningful daily engagement for adults with intellectual and developmental disabilities (IDD). The Enrichment Program Coordinator works closely with residents, families, caregivers, volunteers, and community partners to design and implement programming that reflects resident interests and needs.

This is a **full-time, benefited position** with required evening and weekend hours. The role reports directly to the **Executive Director**.

About Big Wave Group

The mission of the Big Wave Group is to provide **access to opportunity, lifelong housing, and a strong sense of community** for adults with intellectual and developmental disabilities.

The **Big Wave Center** is a purpose-built, 50,000-square-foot campus designed to be a premier destination for the IDD community across the Coastside and the **greater Bay Area**. The Center includes:

- 38 apartments (studio, one-, and two-bedroom units)
- A commercial kitchen and culinary programming
- A Fitness and Recreation Club
- A Game Room
- Day Program space
- A 10,000-square-foot outdoor events courtyard and outdoor kitchen

Programming at the Center emphasizes inclusion, community connection, and opportunities for residents to pursue social, recreational, and vocational interests.

Key Responsibilities

Program Planning & Coordination

- Identify, plan, schedule, coordinate, and facilitate a broad range of **social, recreational, and vocational enrichment activities** for residents, in alignment with schedules established by the Executive Director.
- Develop and maintain a **monthly Enrichment Activities calendar** for distribution to residents, families, caregivers, and staff.
- Coordinate with the Executive Director to avoid scheduling conflicts with other events and programs at the Big Wave Center.

Resident Engagement & Inclusion

- Regularly communicate with residents and, as appropriate, families and caregivers to:
    - Understand resident interests, preferences, and support needs
    - Identify enrichment opportunities that align with those interests
- Support inclusive participation by adapting activities to accommodate varying abilities and support needs.
- Evaluate the effectiveness and impact of enrichment programming through resident feedback, participation levels, and attendance trends, and adjust as needed.

Logistics, Volunteers & Community Partnerships

- Identify, source, and secure all equipment, materials, and volunteer support necessary to conduct enrichment activities.
- Onboard, train, and support volunteer personnel assisting with enrichment programming.
- Identify and facilitate opportunities for **community participation**, including involvement from the local Coastside community and the broader disabilities community, where appropriate.
- Coordinate transportation logistics for community outings and off-site enrichment activities.

Budget, Safety & Documentation

- Ensure all enrichment activities remain within **budgetary constraints** established by the Executive Director.
- Submit expenses for approval and maintain accurate records in accordance with Big Wave policies and procedures.
- Ensure all activities are planned and conducted in a **safe manner**, following all Big Wave safety rules, policies, and procedures.
- Prepare and submit **incident reports** related to enrichment activities in a timely manner, as required.

- Maintain weekly records documenting:
    - Enrichment activities offered
    - Number and names of participants
    - Costs associated with each activity

Additional Responsibilities

- Collaborate with staff, caregivers, families, vendors, and partners to ensure cohesive and effective programming.
- Perform other duties as assigned in support of the Big Wave Center community.

Qualifications & Experience

- **3+ years of experience** working in a community-based, residential, recreational, or vocational setting, with demonstrated leadership or program coordination responsibilities.
- Experience supporting adults with **intellectual and developmental disabilities** is strongly preferred.
- Proven ability to design, implement, and manage activity schedules while coordinating logistics, resources, and volunteers.
- Experience leading small groups, providing individual support, and adapting activities to meet varying abilities and support needs.
- Experience recruiting, training, and collaborating with volunteers and community partners.
- Strong organizational and communication skills; proficiency with **Google Workspace and/or Microsoft Office** for scheduling, documentation, and reporting.
- Warm, compassionate, patient, respectful, and professional demeanor.
- Ability to foster a positive, collaborative work environment with caregivers, parents/guardians, vendors, and partners.
- Bachelor's degree in social sciences**, Human Services, Recreation, Special Education, Psychology**, or a related field preferred.
- Valid **California driver's license** and reliable transportation.
- Subject to a background check.
- **CPR/First Aid certification required** (or willingness to obtain upon hire).

Work Schedule

- **Full-time (40 hours per week)**, benefits-eligible position.
- Required **evening and weekend hours** to support consistent programming and resident engagement.

Compensation & Benefits

- **Salary range: $70,000 – $80,000 annually**, commensurate with experience.
- Benefits included.

How to Apply

Please email **jobs@bigwaveproject.org**

- A resume
- A brief note of interest