

THE WILL CENTER, INC.

**JOB DESCRIPTION
FOR
RAMP PROGRAM COORDINATOR**

Embrace and practice the independent living philosophy and the five core services

Reports to: Independent Living Program Director
Hours of work: Exempt, part-time
25 hours per week – hours will vary as required by workflow, may include weekends
Salary: \$11.00/hour

Ramp Program Coordinator – General Responsibilities

Responsible for managing the ramp construction program, under the supervision of The WILL Center's Independent Living Program manager. Serve as a peer counselor and advocate. Must have a valid driver's license.

Primary Duties include:

- Receive and record consumer calls for ramps;
- Maintain database of ramp requests;
- Plan ramp construction schedule;
- Coordinate with Independent Living Coordinators/Chapter 2 Program staff for other consumer services beyond the ramp;
- Coordinate site mapping and ramp construction plans;
- Recruit and support volunteers to conduct site for mapping and ramp construction;
- Procure materials (lumber, fasteners, tools, et.al.);
- Seek grant and private donations for materials/program support;
- Must be able to lift 40 pounds;
- Other duties as assigned

Please send resume to:

Peter Ciancone
One Dreiser Square
Terre Haute, IN 47807

No phone calls please.

Peter Ciancone
Executive Director
The WILL Center
One Dreiser Square
Terre Haute, IN 47807