

Sample Job Description for ADA Coordinator

Organizations approach the need for a dedicated ADA coordinator in a variety of ways. Some may hire a person specifically for this role, while others may add ADA-specific responsibilities to the portfolio of an existing position. Still others may be able to appoint a dedicated volunteer to oversee these responsibilities. Here is a sample job description for an ADA coordinator.

The ADA coordinator is responsible for coordinating activities necessary to ensure compliance with the Americans with Disabilities Act of 1990 (ADA) and the Federal Rehabilitation Act of 1973, supervises support staff to implement programs and services, does other related duties as required.

- Administer 504/ADA programs
- Collect and maintain a library of ADA regulations and supplementary materials.
- Develop and supervise the ADA advisory board.
- Work with staff and administrative leaders to write long-range ADA plan and ensure implementation of the plan's goals.
- Obtain price quotes for special purchases of equipment, materials, or supplies for implementing reasonable accommodation or public access.
- Develop ADA program budget.
- Develop and maintain good working relations with people and artists with disabilities as well as organizations representing people with disabilities.
- Provide/coordinate sensitivity training to staff and board on bi-annual basis.
- Provide technical information and advice to staff, peers, and management.
- Recommends resolutions to grievances. Maintain correspondence and documentation of the compliance procedure.
- Oversee plans for special events so that accessibility to events is barrier free.
- Arrange special requests for accommodations, alternate formats, etc. with appropriate staff members.

Job Requirements

- Knowledge of provisions of Titles I, II and III of ADA.
- Knowledge of practices and activities covered by employment nondiscrimination requirements of ADA.
- Knowledge of evaluating public access to facilities and programs and services
- Knowledge of training principles and techniques
- Deep understanding of all aspects of the organization
- Strong communication skills to unify ADA efforts among administrative staff and to reach out to patrons with disabilities