

## **The Arc of Katy Job Description**

### **Day Program/Summer Day Program Coordinator**

**JOB TITLE:** Day Program/Summer Day Program Coordinator

**REPORTS TO:** Program Committee Chairperson

**CLASSIFICATION:** Non-Exempt

**CONTRACT DAYS:** 12 months (number of workdays determined by Day Program calendar)

**PRIMARY PURPOSE:** The Day Program Coordinator is responsible for coordinating and administering the day to day operation of The Arc of Katy Day Program and Summer Program serving individuals with intellectual and developmental disabilities. The Program Coordinator ensures that the Day Program provides quality, age-appropriate and engaging activities.

#### **QUALIFICATIONS:**

- Minimum High School Degree/GED with an Associates or Bachelor's degree preferred.
- Minimum one-year experience working with individuals (preferably adults) with intellectual and developmental disabilities in educational, day habilitation, or related setting
- Effective personnel management skills
- Effective interpersonal skills
- Proficient computer skills and use of office software programs (Microsoft Word, PowerPoint, and Excel, etc.)
- Working knowledge of office equipment (printers, copiers, etc.)
- Excellent time management skills and the ability to prioritize and organize work
- Excellent written and verbal communication skills

**Major Responsibilities and Duties:** Coordinate and administer the planning and implementation of Day Program and Summer Day Program activities.

1. Serve as an ambassador to promote The Arc of Katy by participating in fund raising events, social activities, etc.
2. Develop and schedule Day Program activities for Participants that are engaging and age appropriate.
3. Provide report to Program Committee each month detailing the Day Program activities, recommendations and needs for the program.
4. Conduct monthly planning meetings with Day Program staff.

5. Develop and disseminate a weekly schedule of events and monthly calendar to participants, families, Program Committee members, Board members and other persons as appropriate.
6. Develop weekly Day Program staffing schedule.
7. Schedule, conduct, and document required employee training.
8. Ensure the safety of the program Participants by conducting and documenting monthly fire drills, scheduling AED training and maintaining an organized and orderly facility.
9. Ensure that the building maintains a professional and clean appearance.
10. Develop schedule for daily cleaning of the building to include vacuuming, emptying trash, cleaning restrooms and sweeping outside sidewalks and other cleaning needs as appropriate.
11. Coordinate with the Administrative Assistant in scheduling and conducting on-site visits for individuals interested in the Day Program.
12. Complete provider reports and submit to Administrative Assistant at the end of each month.
13. Conduct a minimum of one performance review on each Day Program employee and meet to discuss review outcomes and develop performance improvement plan as needed.
14. Document personnel and participant incidents and maintain incident report files.
15. Maintain required documentation for participant and staff bus travel.
16. Coordinate with Be Strong Program instructors in programming and scheduling.
17. Develop and implement a maintenance schedule for The Arc of Katy buses.
18. Respond to emails and phone calls from participant families regarding the Day Program.
19. Verify MasterCard invoice and provide to Administrative Assistant.
20. Verify and approve employee work time in ADP payroll system.
21. Provide input on the development of the annual Day Program and Summer Program budget.
22. Maintain an inventory of supplies and materials for the operation of the Day Program.
23. Serve as a non-voting member of Program Committee and attend monthly Program Committee meetings.
24. Serve on interview committee for hiring new Day Program staff.
25. Attend monthly Board meetings upon request.
26. Keep Program Chairperson and/or Board President informed of building and bus maintenance needs.
27. Keep Program Chairpersons informed of personnel and program issues impacting the operation of the Day Program.
28. Contact Program Chairpersons when absent from work.
29. Other duties as assigned by the Program Committee Chairperson.

**Supervisory Responsibilities:**

1. The Day Program Coordinator supervises all Day Program personnel.

**Working Conditions:**

1. Light lifting and carrying, repetitive hand motions, frequent bending, and stooping.
2. Work with frequent interruptions.
3. Maintain emotional control under stressful situations.
4. May be requested to work after hours and attend meetings.

I have reviewed the Day Program Coordinator job description and understand the responsibilities of the job.

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Program Coordinator

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Date

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Program Committee Chairperson

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Date

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Board President

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Date