



The Arc of Greater Williamsburg

Day Program Coordinator

35+ Hours Per Week

The Arc of Greater Williamsburg is privileged to serve adults with intellectual and developmental disabilities (I/DD) in our community. Our Arc chapter was founded in 1976 and serves young adults as they age out of special education at age 21 and continues throughout their lifetimes. Our services include a variety of evening programs and activities, a day program called *Arc of Abilities*, and our employment program, *Wheels4Work*.

Position Summary

The **Day Program Coordinator** supports adults with I/DD by planning, managing, and facilitating meaningful daily activities that promote independence, life skills, continuing education, social skills, community engagement, and personal growth as the lead instructor. This four-day-a-week, Tuesday through Friday, day program was founded in 2016. Its success is a testament to the incredible abilities of our clients when provided opportunities to live their lives to their full potential.

The **Day Program Coordinator** plays a key role in creating and managing a safe, inclusive, and engaging environment while collaborating with coworkers, leadership, families, and caregivers.

Essential Duties & Responsibilities

- Program Planning & Instruction
- Community & Vocational Engagement
- Communication & Documentation
- Participant Support & Safety

This role is visionary, collaborative, impactful, and innovative. While leading this incredible group of people you will directly create an environment that is engaging, meaningful, and welcoming to all participants.

Physical & Work Requirements

- Ability to stand, walk, and actively participate throughout the day.
- Ability to work indoors, outdoors, and participate in community engagement activities.

Qualifications We Are Looking For

- College degree and/or equivalent work experience.
- Strong written, verbal, and communication skills.
- Team players with a desire to make a difference, show initiative, and empower our Arc clients.

Other Details

- Salary is competitive and commensurate with qualifications and experience.
- Excellent vacation package as outlined in Employee Personnel Policy manual.
- Potential for future promotion.

Application

If you are passionate about making a meaningful difference in the lives of our amazing clientele and empowering them to lead fulfilling and engaged lives, we'd love to hear from you!

Please submit the following to the attention of Pam McGregor, Executive Director, via email to our HR Department at hradmin@thearcgw.org.

- Cover Letter
- Resume
- References upon request