



**ARC - Rutland Area, Inc.**

Advocacy - Resources - Community

Serving Citizens with Developmental Disabilities and their Families

## **Program Director Position**

**ARC Rutland Area has a position opening for a Program Director for 20 to 25 hours per week serving the developmentally disabled population of Rutland County. We are looking for a compassionate individual with experience in program management and with the developmentally disabled population, and who has a passion to enhance the lives of those we serve, and give back to their community in a large way.**

### **About ARC Rutland Area - (Advocacy, Resources, Community)**

ARC Rutland Area is a small 501(c)(3) nonprofit organization serving adults with intellectual and developmental disabilities. Our mission is to advocate for the right of individuals with developmental disabilities and their families to be regarded as valued citizens with the same entitlements as non-disabled individuals, including the right to lifelong opportunities for personal growth and full participation in the community. We offer a variety of programs in support of this mission. To learn more about our agency and our programming, please visit our web page at [arcrutlandarea.org](http://arcrutlandarea.org).

### **Position Overview and Purpose:**

The ARC Rutland Area Program Director will be a key member of the ARC staffing team and will be provided early training and ongoing support and mentoring as they assume the responsibilities listed below.

Coordinate and Implement ARC programs including monthly AKtion Club and Self Advocates Becoming Empowered – Rutland (SABE-R) Group, all member-wide social events, and Life Skills and Wellness projects.

Provide leadership and direction to volunteers and members while sustaining ARC Rutland Area's mission and overarching endeavors in collaboration with our community partners.

### **Duties Involved:**

- Coordinate (initially with the Executive Director) and work with club officers to prepare agendas for all SABE-R and AKtion Club meetings.
- Coordinate all transportation for meetings, events and trainings with the ARC Administrative Assistant. Manage the transportation grant.
- Coordinate and calendar with local organizations each event one year in advance
- Organize the marketing activities, photos, transportation, food, mailings and budgets for each event.
- Assist in recruiting and managing volunteers for each event for set up and clean up.
- Ensure all post-event information/gratuities in local print and social media coverage.
- Provide information to ARC Evaluation Development Consultant helpful to Program Evaluation and revenue development activities.
- Work with the Executive Director on developing the annual budget
- Demonstrate business management skills, including following a budget, tracking revenues and expenses, maintaining financial and volunteer records, and prioritizing the use of resources.

- Attend all events and run programs such as the SABE-R and AKtion Clubs; Be present and available as needed at the site for Life Skills/Wellness offerings.
- Working with the Executive Director, manage the Life Skills program to include the topic areas, scheduling and maintenance of the classes
- Ensure ongoing programmatic excellence and practices involved with data-driven program evaluation
- Responsible for marketing and public relations through newspapers, radio, PegTV, social media, press releases, public speaking, trainings, and our newsletters and brochures.
- Promote a culture that reflects the organization's values and encourages exceptional performance.
- Maintains Confidentiality.

### **Qualifications and Educational Requirements:**

- Ability to understand and empathetically work directly with groups of developmentally disabled adults of all ages.
- Bachelor's Degree (or equivalent experience) and at least 2 years of management/organizational experience.
- Excellent oral and written communication skills
- Comfort level with speaking in front of groups including community leaders, and with elected officials.

### **Essential Skills:**

- Proficiency with Microsoft Office, databases and presentation programs
- Organized and able to prioritize tasks
- Positive spirit, friendly, compassionate, patient, and able to build and maintain harmonious working relationships with clients, co-workers, collaborators, community partners, and the general public.

**Supervision/Accountability:** Executive Director

**Type:** Part-Time 20-25 hours per week, in Person, in the office and out in the community.  
Weekdays with some early evening and weekend hours required.

**Wages & Benefits:** \$22 an hour, Paid sick time, holidays and vacation.

**To Appy:** Submit resume, cover letter, and three references to  
[execdirector@arcutlandarea.org](mailto:execdirector@arcutlandarea.org)

If you are passionate about making a difference in the lives of individuals with developmental disabilities and possess the necessary qualifications, we encourage you to apply for this impactful role.