



Social/Leisure Program Staff Job Description

Part-time position, generally 12 - 20 hours per week

The Arc of Benton County is a 501c3 public charitable nonprofit that provides advocacy and services to people with intellectual and developmental disabilities (I/DD). Our three current focus areas are Social/Leisure Activities and Classes, Employment Training, and Affordable Housing. The Arc is seeking an enthusiastic team member to bring experience and innovation to our art, drama and community programs, to assist our participants in having fuller, more productive lives in the community.

Qualifications:

- Education and experience in visual art, with a desire to be involved in theater;
- Experience working with individuals in an organized setting;
- Desire to work with teens and adults who have developmental disabilities;
- Ability to work occasional weekends and evenings;
- Excellent interpersonal communication skills;
- Enthusiasm, creativity, flexibility, punctuality, professionalism and a commitment to teamwork;
- Ability to creatively handle unexpected situations and ensure continuation of group activity;
- Current Adult First Aid and CPR cards within the first 2 months of employment; (The Arc pays for this.)
- Ability to pass a criminal history check. Applicant is responsible for fingerprinting costs, if required;
- Must be at least 21 years of age, valid ODL, and an acceptable driving record;
- Not be on the list of excluded or debarred providers of the Center for Medicare and Medicaid Services.

Specific Responsibilities:

- Lead a group of adults who have developmental disabilities in scheduled visual and performing arts classes and activities, including Crafty Hour and DramaSquad! and assist the ArtFocus teacher;
- Find and implement creative ways to connect our programs to the community via social media, exhibits, events, etc.;
- Create and implement lesson plans if leading or substituting for lead teaching positions;
- Ensure safety of program participants, volunteers, staff, and the public at all times;
- Respect the right of self-determination of each participant;
- Protect participants from abuse in any form and report suspected abuse;
- If an approved driver, occasionally drive participants in The Arc 14-passenger bus to and from activities in a safe manner, in compliance with all laws;
- Attend scheduled staff meetings as determined by the Executive Director;
- Other duties as assigned by the Executive Director or Social/Leisure Program Manager.

Pay \$11.00 - \$12.20/ hour DOE