**Arc of South Norfolk**

**Job Description**

**Director, Social/Recreation Programs**

**Job Title: Director**

**Department: Social/Recreation**

**Reports To: Senior Director Family & Community Supports**

**FLSA Status: Exempt**

**Prepared By: Daniel J. Sullivan**

**Prepared Date: March 15, 2017**

**Approved** By: **Daniel Burke, CEO**

**Approved Date:**

**MISSION** Committed to providing exceptional supports to people with developmental disabilities, including autism, through collaboration, advocacy and empowerment.

**SUMMARY** The Director of Social/Recreation is responsible for providing leadership, management and development of a range of activities in response to the needs and interests of individuals served.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Develop, implement and supervise social and recreation programs for individuals served by the agency.**

**The person in this job will work with agency staff, individuals served and their families /support staff to support and maintain existing programs which meet the needs of those who are served as well as seek to develop new programs that meet the requests and needs of those who are supported by the agency, in a variety of age levels.**

**Evaluate all current programs and seek to develop all programs with a focus of community inclusion. Seek to develop program meeting sites that are situated in and take part with community resources.**

**Hire and supervise staff for these programs. Solicit, screen and place volunteers throughout the programs.**

**Attend programs and assist staff and volunteers as needed. Provide back-up coverage to programs. Provide on-call support for emergencies in programs.**

**Meet with individuals served, family members and staff to establish how best to introduce individuals to new programs.**

**Assess the level of support needed by individuals served to participate in specific programs.**

**Act as liaison with community partners such as sports organizations, town officials, facilities managers, schools and businesses to facilitate agency programs.**

**Act as Advisor to Self-Advocacy Group. This group meets on a weekly basis. The Advisor works with the group and its elected leadership to set goals and manage**

**their Club’s goals and challenges.**

**Maintain mailing lists, (electronic and paper) of individuals in programs using an electronic database. Maintain up-do-date records regarding emergency contacts, health and fitness abilities and limitations for each participant, and appropriate signatures for individuals under guardianship.**

**SUPERVISORY RESPONSIBILITIES**

Recruit and hire staff as needed to lead programs. Ensure that all staff receive CPR and First Aid training, and are aware of all emergency procedures. Director will ensure proper coverage of all programs when operational. Director will ensure that the program leaders of each group will receive the proper support and training necessary to lead a group, class or program.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

* BA/BS required;
* Minimum 3-5 years direct experience with persons with intellectual and developmental disabilities and/or social-recreational management and leadership.
* Strong written and verbal communication skills
* Leadership and project management skills, including prioritizing and meeting deadlines
* Organizational skills relevant to planning and implementing multiple tasks and activities
* Ability to recruit, manage and partner with volunteers
* Excellent interpersonal skills
* Self-starter with ability to work independently with minimal supervision
* Attention to detail and accuracy
* Demonstrated ability to use independent judgment, tact, and discretion
* Ability to work collaboratively with a wide variety of partners
* Knowledge of PC and/or Mac computers and software including Adobe and MS Office; ability to learn new programs as needed
* Knowledge of issues and systems related to individuals with intellectual or developmental disabilities

**LANGUAGE SKILLS**

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**VEHICLE**

Requires a legally insured and inspected automobile for use to be present at work and available for use during working hours. If the program has an agency vehicle, staff are expected to drive it as needed.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license, CPR, First Aid.

**PHYSICAL DEMANDS** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

**WORK ENVIRONMENT** the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Disclaimer:** *This job profile identifies the general duties and minimum level of skills required to perform this job. It is not intended to represent comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned. The employee can be responsible for all other duties as assigned by supervisor. Employment at The Arc of South Norfolk is on an at-will basis. This means that the employee or Employer may terminate employment at any time, for any reason or for no reason and with or without prior notice. Nothing in this job description or employee handbook creates an employment agreement, express or implied, or any other agreement between ant employee and The Arc of South Norfolk.*