

Job Title	Assistant Director of Programs
Employer/ Agency	The Arc of Greater Houston
Job Description	<p>Overall Responsibilities: Assist Director of Programs in planning of programs Supervision and training of appropriate staff Supervision and planning of Social and Leisure activities Supervision and planning of all Saturday Respite Programs</p> <p>Key Areas of Responsibility: Planning, implementation, supervision of all assigned programs Hiring and supervision of part-time program staff of assigned programs Maintaining appropriate policies and procedures for all assigned programs Monitoring and reporting as required by funding sources Creation or updates to The Arc's information brochures, as related to the Program Department. Other duties as needed</p>
Qualifications	<p>Demonstrated knowledge of individuals with Intellectual and developmental Disabilities Good interpersonal and communication skills Ability to communicate with families and consumers Computer proficiency Ability to work in team environment Bachelor's degree preferable</p>
Salary/Hours	Part-time; 27 hours per week; no benefits
Application Method	Please send cover letter and resume to beth@aogh.org . No phone calls will be accepted

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.