



PO Box 892  
326 Market Street  
Sunbury PA 17801  
570-286-1008 office  
570-286-1005 (fax)  
[www.thearcsusquehanna.org](http://www.thearcsusquehanna.org)  
[executive@thearcsusquehanna.org](mailto:executive@thearcsusquehanna.org)

## **PERFECT FOR RETIRED TEACHERS AND OTHER RETIRED INDIVIDUALS!!!**

### **JOB DESCRIPTION – Columbia Montour Coordinator (Social & Jobs Programs)**

The Arc Susquehanna Valley operates programs in 7 counties in Central PA: Columbia, Montour, Northumberland, Snyder, Union, Lycoming and Clinton. The Arc serves individuals with intellectual and developmental disabilities. This position will facilitate some or all social and job programs in Columbia and Montour Counties. There is potential for further training to perform one-on-one employment assessments and customize jobs for individuals.

- Plan 4 weekly two-hour long program meetings for 3 social programs (AMPES and 50 and Fun) and one BRIDGE to Work jobs curriculum (8 total meeting hours). There are many pre-established schedules to choose from for social events and activities. The BRIDGE program is from an established curriculum and materials. Social programs can include topics such as social skills, craft activities, life skills, education, recreation, health and wellness, community service, light snacks, and career building. Planning time is 8 hours for a total of 16 hours per week. An additional 1.5 hours per week is available for staff training and meetings and occasional extra tasks, but is not necessary every week. Some weeks may require 20 hours where other require only the 16, etc.
- Two programs meet in the evening from 6:00 to 8:00 pm and two programs meet during the day. You will be able to participate in scheduling the day of the week for one of the evening programs. The days and times of the day programs can be set to meet your own scheduling needs.
- Remain at the program site for the entire scheduled time, even if there are no attendees.
- Prepare and distribute a simple monthly calendar of events, a copy of which shall be provided to The Arc office.
- Attend quarterly trainings and annual or bi-annual staff meetings.
- Maintain a current emergency contact list which shall be available at ALL weekly meetings. A copy of same will be provided to The Arc office. NOTE: Program coordinators are not permitted to dispense medication, do medical treatments, or offer medical advice. Coordinators shall call 911 in the event of an emergency.
- Obtain permission slips and follow guidelines for field trips away from the meeting place.
- Plan at least one annual activity involving the families of self-advocates to be held during any regular meetings.
- Plan at least two annual community service activities to be done during regular AMPES meetings.
- Manage a monthly supply budget for each meeting group and account for all monies spent by turning receipts over to The Arc office in a timely manner.
- Prepare and submit in a timely manner all necessary paperwork, including but not limited to, sign-in sheets, petty cash recapitulation, and monthly calendar. Paperwork may be mailed, faxed or emailed to The Arc office, at The Arc's expense.
- Such other reasonable duties as may arise.