

The Arc of Greater Williamsburg
Programs & Volunteer Coordinator
25-35 Hours Per Week



The Arc of Greater Williamsburg is privileged to serve adults with disabilities in our community. Our Arc chapter was founded in 1976 and serves young adults as they age out of special education at age 21 and continues throughout their lifetime. Our services provide a day program, *Arc of Abilities*, a variety of evening programs and activities, and an employment training partnership, called Wheels4Work.

Are you a **team player, compassionate, upbeat, innovative, creative, and have initiative?** The Arc is looking for the perfect blend of caring and skills. The **Programs & Volunteer Coordinator** will enjoy a multi-faceted position that will oversee our activities, calendar, and volunteer opportunities, with the support of our Office & Special Events Coordinator, as well as assist the Executive Director with administrative support.

Primary Function

- Coordinate & oversee The Arc's monthly calendar of activities in collaboration with the Office & Special Events Coordinator.
- Manage monthly activities sign-ups; communicate attendance list to Arc drivers.
- Typically, attend and help facilitate one to two evening activities per week and one weekend activity per month, included in hourly schedule.
- Recruit, interview, communicate with, train, and build relationships with volunteers, ensuring adequate volunteer support is provided for each activity. We have tremendous volunteer support from W&M students and community members.
- Maintain contact with various groups and instructors to facilitate future events and activities: W&M, JCC Parks & Rec, Williamsburg Landing, Walsingham Academy, etc.
- Maintain monthly activities spreadsheet, enter client attendance, manage input for grant reports.
- Create, format, have printed, and arrange distribution for monthly mass-mailing and maintain client mailing list.
- Serve as committee member for various annual fundraisers and assist with planning and execution.
- Serve as a liaison for and conduct intake appointments with new Arc families.
- Serve as a liaison for Access Williamsburg and our Wheels4Work Program – assisting with scheduling for clients and drivers
- Oversee The Aktion Club, The Arc's community service organization, in partnership with The Arc's Kiwanis Liaison; help facilitate Aktion Club meetings and plan service projects.
- Act as a substitute instructor for The Arc's day program, in the event of staff absence.
- Assist Executive Director, as needed.

Schedule

- 25-35 hours per week with potential for additional hours, if necessary.
- Evening and occasional weekend programs would be included in total hours; majority of time is conducted during the day in administrative offices.
- Schedule will be determined by your weekly program schedule in collaboration with other staff members and Executive Director.

Qualifications

- College degree and/or equivalent work history.
- Strong written, verbal, and communication skills.
- Excellent computer skills, power point, excel, google docs.
- Team player with a desire to make a difference, show initiative, and empower our Arc clients.
- Enjoy leading group activities.

Other Details

- Salary competitive and commensurate with qualifications and experience.
- Excellent vacation package as outlined in Employee Personnel Manual.
- Potential for future promotion.

Application

Please submit the following to the attention of Pam McGregor, Executive Director, via email at pam.mcgregor@thearcgw.org:

1. Cover letter
2. Resume
3. References upon request