

**The Arc of Katy
Katy, Texas**

JOB DESCRIPTION

Title: Day Program Instructor

(Part time, 32 hours week, 4 camp days)

The Arc of Katy Day Program serves IDD adults by providing various activities to support the development of individual socialization skills, recreational skills and life skills. The Day Program meets Monday through Thursday at the Katy YMCA Cinco Ranch Camp at Mason and Fry Roads and follows the KISD school calendar. An expanded Summer Day Program is offered to adults and high school students, 16 and over.

Salary is based on KISD pay schedule for substitute staff instructors

Supervised by: Program Director

Qualifications:

- Bachelor's Degree in related field or equivalent experience with IDD individuals (teacher or volunteer) Minimum age 18.
- Good interpersonal and communication skills
- Computer proficiency
- Ability to work in team environment

Responsibilities:

- Curriculum planning and delivery
- Conduct small group and individual activities
- Assist with development of Individual Service Plans (ISPs) and complete required HCS Provider documentation as required. Participate in Provider visits.
- Insure a safe environment and 100% supervision of clients for delivery of a healthy emotional environment for participants
- Document and report any occurrence of suspected abuse to or unacceptable behavior by program participants.