

Job Title	Director of Programs
Employer/ Agency	The Arc of Greater Houston
Job Description	The Arc is currently hiring for Director of Programs. The position is responsible for hiring, training, management, and supervision of all respite programs, camp programs, and social and leisure programs and related staff and volunteers; preparing and monitoring department budget in coordination with Executive Director, and providing outreach to families and professional to generate interests in programs.
Qualifications	Qualifications include bachelor degree in Education, Social Work, Psychology or related field; extensive knowledge and experience of intellectual and developmental disabilities, proven experience in staff supervision and program management, excellent negotiation, communication, and interpersonal skills, appropriate computer skills, ability to work as a team/collaborate with others, and ability to travel within Harris County and beyond.
Salary/Hours	Salary based on experience. This is a full-time/12 month position; Hours are flexible, and include some evenings and weekends and one week away at camp in the summer.
Employer/Agency	The Arc of Greater Houston
Address	3737 Dacoma, Suite E PO Box 924168
City, State, Zip	Houston, Texas 77292
Contact Person	Michelle Howard-Herbein, MSW
Contact Title	Executive Director
Telephone Number	713-957-1600
Fax Number	713-957-1699
Email Address	michelleh@aogh.org
Application Method	Resume to michelleh@aogh.org

Opening Date	2-22-16
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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.

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