



## JOB CLASSIFICATION DESCRIPTION

LEVEL/POSITION: PROGRAM ADMINISTRATOR

REPORTS TO: EXECUTIVE DIRECTOR

### POSITION SUMMARY:

A Transitions Life Center Program Administrator is a dynamic and creative individual who oversees the implementation, development, and structure of programs to support individuals with intellectual and developmental disabilities. The Program Administrator is responsible for the oversight and supervision of program support staff, volunteers, program development growth, record keeping, client advocacy, and all program communications. The Program Administrator assists with long term planning, works closely with a volunteer committee, and assists in the implementation and recording of grant requirements. The Program Administrator is knowledgeable and passionate about the challenges that adults with intellectual and/or developmental disabilities face.

### PRIMARY DUTIES AND RESPONSIBILITIES:

NOTE: These examples are intended only as illustrations of the various types of work performed in the Program Administrator position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Responsible for managing and evaluating lead staff, instructors, direct care staff, and program volunteers.
- Follow and implement objectives and policies set by the TLC program committee in accordance with the board of directors.
- Develop budgets around each program and enterprise.
- Responsible for admissions of new members, appropriate program placement, and new family orientation.
- Communicate effectively with TLC families and staff via newsletters, email, phone and other communication devices.
- Build community awareness around issues that concern the special needs population.

- Develop and cultivate community outreach and ministry opportunities.
- Develop and foster pre-vocational opportunities for appropriate candidates.
- Maintain program records.
- Member scheduling and program/group organization.
- Organize field trips and community-based enrichment.
- Maintain grant data and demographics.
- Perform related duties as assigned.

**Educational Requirements:** Background in special education and/or human resources.

**Experience Requirements:** Minimum of 5 years leadership experience with staff and at least 5 years of experience with special needs population. Must be able to lift 50 lbs. or more.

**Preferred Skills:** Comfortable driving a 12-passenger transit and/or bus. Spanish speaker is a plus.

**JOB TYPE:** Full-Time – Monday Thru Friday, some evenings and weekends may be required

**WORK LOCATION:** TLC, In Person

**SALARY/PAY:** \$50,000.00/Salary

**BENEFITS:** (After successfully completing a 60-day probationary period)

- Concierge Health Coverage
- Vision/Dental Insurance
- Mental Health Coverage
- Paid Time Off
- Professional Development Assistance