

Art and Education Instructor LOCAL CANDIDATES ONLY

Who we are:

- We're The Arc of the Capital Area, a local chapter of The Arc of Texas and The Arc of the United States
- We're a registered, 501(c)3 nonprofit organization, serving 17 counties.
- We provide case management, art education, pet therapy and family and juvenile transition services to individuals with intellectual and/or developmental disabilities
- We're a diverse, passionate group of 34 staff with a vision that The Arc of the Capital Area is the community's trusted and comprehensive resource for people with intellectual and developmental disabilities. We connect individuals and families to education, work, recreation, and lifelong services so they achieve lives of joy and dignity

Who you are:

- You embody and embrace our core values, Respect, Joy and Integrity
- You're a strong believer that all people should have the opportunity to live to their full potential and be contributing and active members in their communities, enjoying the greatest possible degree of independence and acceptance in all aspects of their lives
- You have demonstrated knowledge of art as therapy for persons with disabilities
- You have strong organizational, planning, time and project management skills
- You have strong people and behavior management skills
- You have a demonstrated ability to manage a diverse clientele with professionalism
- You have strong decision making and problem solving skills
- You have the ability to work independently and with large groups of diverse people
- You understand and subscribe to the philosophy and values of independent living, empowerment, and community integration, as well as policies and procedures of The Arc of the Capital Area.

What we need you to do for us:

- We need you to fill the role of Art and Education Instructor
- This is a full time, NONEXEMPT, position
- You'll wow us by skillfully performing the following key duties and responsibilities;
 - Provide assistance to the Program Director in managing the art studio, class instruction, client safety, client instruction, client behavior redirection, volunteers and interns
 - Provide assistance to the Program Manager in managing day-to-day activities of both the art studio and art gallery
 - Write daily attendance and progress notes of clients that meet contract provider guidelines for billing
 - Assist with the organization of the art studio and supplies to ensure efficiency

To be successful in this role you will need to:

- Have a Bachelor's degree and experience teaching art classes
- Have experience in the delivery of human services to persons with disabilities
- Have a demonstrated ability in teamwork, group leadership skills and the ability to speak to large groups
- Have experience using a computer and database software

Additional experience that would be helpful, but not required:

- Experience teaching or leading groups in art projects
- Managing people and procedures

How we will make it beneficial for you:

- We will pay you **\$15.50** per hour
- We provide a comprehensive benefits plan which includes medical, dental, vision and life insurance and a 403(b) plan
- We'll pay you for our 12 agency holidays
- We understand that you have commitments outside of the workplace, and we'll do our very best to offer you some flexibility in your work schedule. We do so by providing our employees with a generous PTO policy of 6 weeks paid time off each year.
- We'll provide you with an inspiring work environment, that has a great group of people to work with and a place where you'll get to make a difference in people's lives every day