



The Arc of Central Alabama Job Posting

Job Title: Clubhouse Coordinator	Job Code: CBC03042019
Department: Adult Day Programs	FLSA Status: Exempt
Reports to: Day Program Coordinator	
Work Schedule: Monday-Friday, 7:30am-4:30pm (hours may vary)	

Job Duties: Implement and supervise clubhouse activities of the Adult Day Program; oversee the execution of all clubhouses for people receiving day program services; communicate and assist management with planning community outings in accordance to interest of clubs

Knowledge, Skills and Abilities Required: Four-year degree in Human Services-related field + 3 years related experience OR a Master's Degree in Human Services-related field + one year of related experience.

Physical Requirements: This position requires frequently standing; walking; hand dexterity; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Email resume to: jobs@arcocentralalabama.org or complete application and apply in person at:
The Arc of Central Alabama
5348 Oporto Madrid Blvd S Birmingham, AL 35210
Office hours: 7:30 a.m. – 4:00 p.m

EOE/M/F/Vet/Disabled