



Director of Programs

Mission Statement for Rainbow Acres

Rainbow Acres is a Christian community with heart that empowers persons with developmental disabilities to live to their fullest potential with dignity and purpose.

Job Title: Director of Programs

Department: Programs

Reports to: CEO/President

Prepared Date: March 2024

Summary: The Director of Programs is responsible for the implementation, management, supervision and evaluation of Rainbow Acres' holistic enrichment programs in accordance with the standards set out by the organization. As a member of the senior management team, the Director of Programs participates in strategic planning and organization initiatives. He/she works within the guidelines, policies and mission of the organization to direct and supervise the organization's programs and services in compliance with all regulatory requirements, accreditation standards, and within the assigned budget.

Minimum Professional Requirements

The successful candidate will be an experienced business professional with a minimum of a Bachelors' degree in a related field and four years of leadership/managerial experience working with adults with developmental disabilities; or equivalent combination. Will have extensive knowledge of intellectual or developmental disabilities and a passion for serving a neurodivergent population. Skilled in leading and supervising teams with the ability to cast a broad vision and actively engage staff in achieving that vision. Serves as a cultural leader and change agent with strong collaboration skills and the ability to work cross-functionally in the delivery of high quality programs and services. Excellent judgement and decision making skills in addition to strong analytical skills with the demonstrated ability to analyze and utilize data with a focus on continuous process improvement. The Director of Programs will also possess highly effective verbal and written communication skills that enable him/her to establish and maintain effective relationships with residents, staff members, volunteers, family members/guardians. Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential along with a sensitivity to the needs of the Residents. Ability to meet all clearance requirements including but not limited to obtaining and maintaining a level one fingerprint clearance card, background check, reference check, drug screen, pre-employment physical, TB test, vaccinations. This is a safety sensitive position.

Professional Responsibilities

1. Uphold the personnel policies, the mission and vision of Rainbow Acres to facilitate a quality Christian community for the benefit of the residents
2. Oversee the quality of programmatic services by ensuring resident needs are met and services are personalized for each individual
3. Provides leadership to program staff (teachers, resident retention team members, vocational coordinator and chaplain) resulting in the delivery of programs and services that meet or exceed the needs of the residents



- a. Oversees the development and implementation of curriculum
 - b. Continuous quality improvement program leadership and guidance
 - c. Oversees/guides the admission day and withdrawal day process
 - d. Works with the Vocational Coordinator to create a program that meets the needs of the residents, while effectively building community relationships
 - e. Meets the spiritual needs of the residents and employees by providing a variety of activities and programs
4. Works cross-functionally to align and integrate programs and services that support the mission with a strong focus on living the values
 5. Serves as a cultural leader encouraging colleagues to live by the Golden Rule with a focus on aligning programs/services to deliver on the organization's mission
 6. Maintains thorough understanding of all licensing, regulatory and accreditation requirements and ensures compliance. Monitors the direct delivery of programs and services.
 7. Responsibility for hiring, training, evaluating, coaching, and developing staff to achieve desired results and maximize employee engagement
 8. Establish and maintain open communication with staff, residents, families/guardians and external stakeholders responding to needs timely and accurately
 9. Promotes a professional attitude by working effectively as a member of the management team and representing Rainbow Acres in a positive and professional manner at all times
 10. Attends to or assists in on-site emergencies as needed
 11. Other tasks as assigned

Staff Reporting to the Director of Programs

Teachers, Vocational Coordinator, Resident Retention Team members, Chaplain

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; have great dexterity of hands and arms; stoop; kneel; and talk; or hear. The employee is required to sit for long periods of time. The employee may be required lift and/or move more than 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.