



Director of Child Care Services (Part-Time)

The Arc of San Antonio is a private, non-profit, United Way agency which has been in existence in San Antonio since 1954. The Arc's mission is to enrich the lives of individuals with intellectual and developmental disabilities. We seek a knowledgeable, energetic individual to serve as the Program Director of our Child Care Services.

The Arc operates two licensed child care centers at 13430 West Ave (near Bitters & Hwy 281) and at 6530 Wurzbach Road (just west of the medical center area). These two centers provide a safe, caring environment for children with intellectual disabilities such as autism, Down syndrome, cerebral palsy, Fragile X, and other disabilities. The licensed child care program serves children between the ages of 5-12 years of age. Additionally, both locations offer a Teen Program for children age 13-18 with special needs, although this is not part of the licensed child care program.

During the school year, The Arc's child care services operate as an after-school program, from about 3pm - 6:30pm. During the summer months (June-Aug) and some school holidays, the centers operate as a day-long child care program.

Position Work Hours: Sept-May: 1:30p – 6:00p on M-F; not to exceed 24 hours per week

June-Aug: 8:00a – 5:00p on M-F; 40 hours per week

These hours are those preferred by The Arc, but are somewhat negotiable.

Qualifications for Position: The preferred individual will have a Bachelors Degree and experience in managing a child development center or supervising child care workers. Candidates with an Associate's Degree in child development or a closely related field and substantial experience in a licensed child care operation will be considered. All candidates must meet the requirements for a child care program director as specified by the Texas Department of Family & Protective Services Minimum Standards for School-Age Child Care Programs. Candidates should be familiar with State of Texas child care licensing requirements. Additionally, past experience/training in working with children with special needs is preferred.

Salary: Annually : \$26,000 (\$3100/mo. for Jun-Aug; \$1850/mo. for Sept-May)

Approx. # of Child Care Staff to be Supervised: 11 (Sept-May after school program); 15 during summer program

Average # Children in Program: 40 in after school program (combined at both sites); additional children during the summer program

Position Reports to: President/CEO of The Arc of San Antonio.

Interested Individuals should contact Steve Enders, President/CEO at (210)490-4300 or by email at: senders@arc-sa.org