

### **Program Manager; Full-Time Year-Round Position**

Ready For Life, a nonprofit organization, seeks a Program Manager to provide support and oversight to identified Group Community Living Support (CLS) and Post-Secondary Transition Academy Programs. Ready For Life offers client-centered inclusive and immersive community-based opportunities, educational programming, and life skills training to individuals with intellectual disabilities and autism. This position reports to the Executive Director and coordinates services with the Office Manager.

#### **As Program Manager, your responsibilities will include:**

- Recruit new clients/students for the Ready For Life programs.
  - Create marketing tools as needed, i.e., brochures.
  - Host two visit days a year at each Academy site to showcase the programs to potential students.
  - Chair the recruitment committee and attend recruitment fairs.
- Lead the admissions team.
  - Review all incoming applications.
  - Coordinate screening process.
  - Coordinate new student/client intake.
- Oversee and support program sites.
  - Be part of the hiring and onboarding team for new staff.
  - Assist with discipline policies for students and staff as needed.
  - Lead staff through regular team meetings at each program site.
  - Support staff with curriculum scope and sequence and provide specialty resources as needed.
  - Co-facilitate the annual review of staff.
- Communicate with interested, incoming, and current families/guardians as needed.
  - Interested – share information about the programs and visit days.
  - Incoming – answer individual questions and set up intake meetings. Support students/clients and families through the orientation process.
  - Current – effectively and efficiently communicate organizational policies and expectations with students, clients, families & guardians, and supporting agencies.
- Respond to emergencies as needed. You will be on call 10 days per month for Academy programs.
- Other duties as designated by the Executive Director or designee.

Please forward a cover letter and resume to Toni Falk  
at [Toni.Falk@rflnetwork.org](mailto:Toni.Falk@rflnetwork.org) for consideration.

**Qualified applicants possess:**

- A passion for our mission of working with people with intellectual disabilities.
- Experience with adults with intellectual disabilities required.
- Knowledge of or willingness to become knowledgeable in current program practices for individuals with intellectual disabilities and/or autism in client-centered community living supported day programming and post-secondary educational settings.
- Ability to effectively communicate with adults with intellectual disabilities.
- Valid driver's license with a max of three points, access to a vehicle, and current auto insurance.
- Ability to take and complete Community Mental Health training courses.

**Required education:**

- A master's degree or bachelor's degree with life experience.

**Wage:**

- \$50,000 annual salary, eligible for benefits.

**Note:**

This job description is intended to convey information essential to understanding the scope of the Program Manager position and is not an exhaustive list of duties, responsibilities, or qualifications. The Program Manager reports to the Executive Director and may be required to perform other duties as assigned.

Please forward a cover letter and resume to Toni Falk  
at [Toni.Falk@rflnetwork.org](mailto:Toni.Falk@rflnetwork.org) for consideration.