Job Posting
Summer Day Program Staff
The Arc of the Mid Ohio Valley

The Arc of the Mid- Ohio Valley seeking a Part-Time Summer Day Staff for the Inclusive Summer Day Program that runs June 16, 2025- July 11, 2025 and is based out of Parkersburg South Baptist Church, Monday-Friday 8:00 am- 3:00pm with an opportunity to stay until 4:00 pm for late pickup. Salary starts at $10/hour and will increase based on experience.

Essential Functions
- As a Summer Day Staff, you would be supporting students, with developmental and related cognitive disabilities, in assisting them in any and all activities within the program. Needs of students may vary from one to one staff support to one staff per group.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
- **SKILLS** are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices,
- **KNOWLEDGE** is required to perform basic math to be able to complete your timesheets; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems.
  Specific knowledge-based competencies that are helpful include: nonviolent crisis intervention restraints; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; Food Handler's Safety, knowledge of stages of child development/ behavior.
- **ABILITY** is required to schedule activities and/or meetings; gather and/or collect data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances. Ability is also required to work with a diversity of individuals and/or groups; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines.
  Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. Be able to lift up to 40 pounds. The job is performed under conditions with exposure to variable program environments, temperature fluctuations, and risk of injury and/or illness.

Experience
Job related experience is helpful

Education
High School diploma or equivalent

Clearances
Criminal Background Clearance; Valid Driver's License, and Clean Driving Record Preferred

If you are interested or have any questions please reach out to Alexis Ullmann by email alexis.ullmann@thearcmov.org
or by phone 304-422-3151

Employment Application

The Arc of the Mid Ohio Valley
1917 Dudley Ave., Parkersburg, WV 26101 / www.thearcmov.org
for all programs and services including
The Arc Thrift Shops, Summer Day Program, People First, WV Birth to Three, Idemia

APPLICANT INFORMATION

Last Name		First		M.I.	Date	

Street Address		Apartment/Unit #	

City		State		ZIP	

Phone		E-mail Address	

SSI #		Referred By		Applying for: ___Full Time ___Part Time ___Temporary

Position Applied for		List and Special Skills or Training Below

Have you been employed or applied to The Arc or it's affiliates before	YES []	NO []	If so, explain	
Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?	
Have you ever been convicted of a crime?	YES ☐	NO ☐	If yes, explain	

EDUCATION

High School		Address	

From		To		Did you graduate?	YES ☐	NO ☐	Degree	

College		Address	

From		To		Did you graduate?	YES ☐	NO ☐	Degree	

Other		Address	

From		To		Did you graduate?	YES ☐	NO ☐	Degree	

PREVIOUS EMPLOYMENT

Company		Phone	

Address		Supervisor	

Job Title		Starting Wage	$ /hour	Ending Wage	$ /hour

Responsibilities	

From		To		Reason for Leaving	

May we contact your previous supervisor for a reference?	YES ☐	NO ☐

Company		Phone	

Address		Supervisor	

Job Title		Starting Salary	$	Ending Salary	$

Responsibilities	

From		To		Reason for Leaving	

May we contact your previous supervisor for a reference?	YES ☐	NO ☐	
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	$	Ending Salary $
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?	YES ☐	NO ☐	

REFERENCES

Please list three professional references that we may contact

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

MILITARY SERVICE

Branch		From To
Rank at Discharge		Type of Discharge
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date