



## Programs Manager

### 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:** Programs Manager

**Department:** Programs

**Reports to:** President/CEO

**Date:** November 2025

**Summary:** The Programs Manager 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. The Programs Manager is responsible for serving as a role model, demonstrating the values of the organization, and assisting in casting the vision to be a model of Christian community based upon unconditional love, excellence in care and life-long program and service to persons with developmental disabilities, their families and persons with critical needs. He/she works within the guidelines, policies and mission of the organization to manage and supervise the organization's programs and services in compliance with all regulatory requirements, accreditation standards, and within the assigned budget.

### Minimum Professional Requirements:

- Bachelor's degree in education, social services or related field of study, and 2-3 years of experience working with adults with developmental disabilities; or equivalent combination.
- Possesses deep knowledge of intellectual and developmental disabilities, coupled with a genuine passion for serving neurodivergent individuals
- 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, fostering collaboration and working cross-functionally to deliver exceptional programs and services.
- Demonstrates sound judgement and decision-making, supported by strong analytical skills and the ability to leverage data for continuous improvement.
- Communicates effectively, both verbally and in writing, building strong relationships with residents, staff, volunteers, and families. Evidence of strong Christian commitment, and 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 an AZ level one fingerprint clearance card, background check, reference check, drug screen, pre-employment physical, TB test, compliance with vaccination policy, and verification that the individual is not listed on the AZ Adult Protective Services registry.
- This is a safety sensitive position.

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### 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. Provides leadership to program staff (educators/teachers, vocational coordinator, and chaplain) resulting in the delivery of programs and services that help the residents meet their personal Continuous Quality Improvement (CQI) goals.
  - a. Oversees the development and implementation of curriculum
  - b. Coordinates and monitors daily class schedules
  - c. Provides leadership and guidance for the process of evaluating resident goals and program delivery
  - d. Works with the Vocational Coordinator to create a program that meets the needs of the residents, while effectively building community relationships
  - e. Supports the spiritual well-being of the residents and employees by organizing and facilitating a diverse range of activities and programs
3. Serves as the administrator of LifeLoop, a lifestyle management platform designed specifically for living communities, enhancing resident engagement and communication between residents, families and staff.
4. Works cross-functionally to align and integrate programs and services that support the mission with a strong focus on living the values
5. Supports and promotes active participation in activities provided by volunteers, both individual and group
6. 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
7. Maintains thorough understanding of all licensing, regulatory and accreditation requirements and ensures compliance. Monitors the direct delivery of programs and services.
8. Responsibility for hiring, training, evaluating, coaching, and developing staff to achieve desired results and maximize employee engagement
9. Establish and maintain open communication with staff, residents, families/guardians and external stakeholders responding to needs timely and accurately
10. Promotes a professional attitude by working effectively as a member of management and representing Rainbow Acres in a positive and professional manner at all times
11. Attends to or assists in on-site emergencies as needed
12. Other tasks as assigned

#### **Staff Reporting to the Director of Programs**

Educators/Teachers, Vocational Coordinator, 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 is expected to navigate a variety of surfaces including places that are unpaved, rocky, and that may include stairs. He/she may be required lift and/or move more than 25 pounds. The employee must be able to navigate the Ranch moving from smooth surfaces to rocky or uneven terrain.

**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.