

The Arc of Indiana Foundation  
Erskine Green Training Institute  
601 S. High Street  
Muncie, IN 47305



**Overnight Support**  
Non-Exempt

*The Arc of Indiana Foundation is a not-for-profit organization that seeks to improve employment opportunities for people with disabilities.*

The purpose of a job description is to give a framework to the general nature of the position. The Arc of Indiana Foundation is successful because of the teamwork of all employees working together to build a solid organization to advocate for people with disabilities and their families. The job description should never be viewed as an exhaustive list of any one person's responsibilities as we work together to get the job done.

**Qualifications:**

- Must be at least 18 years old
- Exited high school
- Experience working with individuals with intellectual and/or developmental disabilities is preferred

**Responsibilities:**

1. Enforce Erskine Green Training Institute (EGTI) policies during overnight and morning hours.
2. Provide general assistance with morning activities when students are preparing for the day (e.g. time management, appropriate dress, breakfast, etc.).
3. Make arrangements in the event of an absence.
4. Communicate and collaborate with EGTI full-time staff, nurse, community living support, and other overnight support.
5. Communicate with EGTI staff to determine immediate coverage and need of support should a student emergency occur or immediate need transpire.
6. Communicate with hotel staff.

Please send resumes to Megan Stevenson at [mstevenson@arcind.org](mailto:mstevenson@arcind.org).

*The Arc of Indiana Foundation provides equal employment opportunities to all employees and applicants.*