



Inclusion Coordinator Job Description

Hours: 40 hours per week, Monday- Friday, June- August

Status: Seasonal

Reports to: Youth & Family Program Coordinator & Summer Camp Director

Pay Rate: \$18.00 - \$20.00 per hour

Revised: 1/2024

General Summary:

The Inclusion Coordinator oversees the development and implementation of inclusive and adaptive programs and services for summer camp attendees in need of assistance or accommodations. The Inclusion Coordinator will review intake information and coordinate with all stakeholders to determine what kind of accommodations can be provided by the summer camp program and staff. The Inclusion Coordinator will assist with staff training and professional development as well as supervision of both staff and children while programs are in operation.

Essential Functions:

- Assist the Summer Camp Director, or their designee, with the administration and implementation of a variety of programs for summer camp attendees who may need assistance or accommodations to successfully participate in the program.
- Assist children and staff to address immediate behavioral issues.
- Liaise with staff and Summer Camp Director to implement behavioral prevention strategies.
- Evaluate programs, including the language and marketing, delivery, and participant and staff success.
- Communicate clearly both orally (in person, phone, video calls) and in writing (emails, reports) with a variety of stakeholders including children, parents, staff and supervisors.
- Respond to all communication in a timely manner.
- Coordinate and deliver the in-take process for participants identified as in need of assistance or accommodations.
- Process and maintain a variety of confidential personal and medical records and correspondence, including but not limited to intake forms and IEP's to develop program plans.
- Perform duties in a variety of settings including, but not limited to, offices, classrooms, indoor gymnasiums, outdoor fields, and field trips to different locations.
- Submit purchase requests for required resources.
- Perform other related duties as required, directed, or as a situation dictates.
- Regular attendance on scheduled work days is required.
- Attend scheduled in-service staff meetings and trainings.

Desired Qualifications:

- Must be at least 21 years old with supervisory and leadership experience.
- Experience working with children ages 5-14.
- CPR/ First Aid certified preferred
- Demonstrate creativity, ability to motivate children, positive attitude
- Excellent role model
- Good communicator

Knowledge of:

- Basic principles and practices of community recreation and therapeutic recreation.
- Federal and State laws and regulations related to American with Disabilities Act (ADA).
- Modern office procedures, methods, and computer equipment.
- Principles and procedure of confidential record keeping.
- Trends in program and staff development.
- Effective customer service practices.

Ability to:

- Plan, coordinate, direct and implement programming, for both individuals and groups, in accordance with curriculum objectives and program philosophy.
- Effectively handle an environment which involves sensitive situations with participants, families, staff and volunteers.
- Maintain a professional level of confidentiality with the population being served.
- Meet the emotional, social, physical and cognitive needs of each child.
- Develop and recommend policies and procedures to expand and support best practices for inclusion.
- Maintain a safe and healthy environment.
- Report any suspect abuse to supervisor.
- Use independent judgement and personal initiative in the performance of duties and in the absence of supervision.
- Work cooperatively and collaboratively as part of a team.
- Communicate clearly, both orally and in writing, and maintain effective relationships.
- Operate computers and various software necessary for performing assigned duties.
- Prepare clear and concise reports and correspondence.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee may also be asked to engage in physical activities that relate to the programs within reason, such as sports and modified games, long walks on trips, etc.

The employee may occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If unable to work the hours scheduled, the employee is required to contact their supervisor via phone and not email, making every effort to speak in person, with a valid reason, so as coverage can be found.