



JOB POSTING: SEASONAL- INCLUSION COORDINATOR

POSITION DESCRIPTION:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Develops, organizes and implements high quality program in an experienced area of concentration.

ESSENTIAL FUNCTIONS:

1. Schedule and conduct tours and screenings for all new participants, Evaluate and synthesize information from outside assessments, family members, and through observation of the child to assess individual capabilities, needs and interests in recreational program activities.
2. Develop individualized behavior plans and data collection systems to meet the needs and interests of the child to include social/recreational and behavior interventions strategies/plans, as necessary.
3. Responsible for recreational/social activity planning and the ongoing engagement of children the programs.
4. Make sure that all participants in the LIAM program have an application on file, letter of need and a picture of the child.
5. All parents are required to fill out an end of the summer evaluation on the program as well as write a letter how the LIAM program helped their child.
6. Hire and supervise all buddies working this summer.
7. Conduct a staff orientation on how to work with children with special needs.

QUALIFICATIONS:

1. Bachelor's Degree in related field.
2. Work experience in special education, social work, or a related field to include developmental, behavioral, or physical disabilities.
3. Knowledge of State and Federal rules and regulations as it pertains to Special Needs children and adults.
4. The ability to develop positive, effective working relationships with staff, parents, participants, volunteers, and members.
5. Effective teaching skills, the ability to deliver excellent member service, and a high level of enthusiasm are required.
6. Poise and professionalism when addressing concerns and interacting with people, including issues of confidentiality.
7. Excellent communication skills.
8. Possess strong administrative and organizational skills.
9. Experience with hiring, training, and evaluating staff.
10. Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
11. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
12. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
13. Excellent verbal and written communication skills with children, families, staff, agencies/school districts, and community contacts in a positive and professional manner.
14. Excellent organization skills.
15. Proficient in Word/Excel

HOW TO APPLY:

For immediate consideration please email a resume if available and/or a cover letter indicating your interest and qualifications to Cathy McKenna at Cathy.McKenna@ymcali.org.