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Job Posting: Inclusion Program Coordinator (Summer Camp)

POSITION SUMMARY:

The Inclusion Program Coordinator is responsible for coordinating Y Inclusion program for the summer day camp. Responsibilities to include hiring and training of program staff (shadows), meeting with families and campers to recommend appropriate placement, and coordination of day to day operations during the summer camp operations. Work with LIAM Foundation to ensure delivery of successful program mission and goals.

CORE EXPECTATIONS:

- Promote an inclusive, welcoming, and respectful environment that embraces the diversity of all individuals, young adults and families, and promote a positive program spirit.
- In conjunction with day camp director team, candidate will hire, train, supervise and oversee all inclusion staff shadows.
- Meet with families before summer to evaluate each camper for appropriate and safe placement within the camp program. (Pre-Camp May-June 10 hours per week).
- Assist in the planning and management of program budget to ensure positive financial outcomes.
- Oversee program operation during program operation. Responsible for day to day welfare of inclusion program and staff team. (In-Camp July-August 15 hours per week)
- Facilitate effective outreach within the community, to promote programs and communicate impact.
- Assist in the marketing and distribution of program information and recruitment in communities that might not be aware of the services we provide.
- Develop and maintain positive relationships with community stakeholders, resource agencies and families through regular communication.
- Ensure the health, safety and well-being of participants by understanding, maintaining, and ensuring staff and participants follow appropriate protocol and safety procedures.
- Report all incidents in accordance with the Y policies and procedures.
- Work with staff members to plan and implement meaningful programming and special events.
- Identify and adhere to local, state and other governing agencies standards and regulations.

QUALIFICATIONS:

- Bachelor's Degree in related field.
- A minimum of five years of work experience in special education, social work, or a related field to include developmental, behavioral, or physical disabilities.
- Knowledge of State and Federal rules and regulations as it pertains to Special Needs children and adults.
- The ability to develop positive, effective working relationships with staff, parents, participants, volunteers, and members.
- Effective teaching skills, the ability to deliver excellent member service, and a high level of enthusiasm are required.
- Poise and professionalism when addressing concerns and interacting with people, including issues of confidentiality.
- Excellent communication skills.
- Possess strong administrative and organizational skills.
- Experience with hiring, training, and evaluating staff.

HOW TO APPLY:

How to apply, for consideration email your resume to Bob Pettersen, Executive Director, at Bob.Pettersen@ymcali.org.