



**Position Title:** Inclusion Assistant Coordinator

**Date:** January 2021

**Department:** Parks and Recreation

**Division:** Recreation

**Accountable to:** Recreation Supervisor

**Primary Objective of Position:**

Assist in implementing the division's Inclusion Services, under the supervision of the Recreation Supervisor and the work direction of the Inclusion Coordinator. Provide on and off site leadership and supervision through planning, organizing, training and directing staff to provide assistance to participants with disabilities, volunteers and staff to ensure a successful recreation experience for participants in Parks and Recreation programs.

**Examples of Duties:**

1. Provide a safe, fun and appropriate experience for all participants.
2. Assist the Inclusion Coordinator with managing, scheduling and providing work direction for staff and inclusion services for participants with disabilities and medical conditions.
3. Communicate regularly with Supervisor and Inclusion Coordinator.
4. Plan and prepare weekly schedule and written post-season evaluation of program and recommendations for next season.
5. Responsible for all preparation, submitting and reviewing all reports required on participants, volunteers, staff, incidents and property damage. Turns all documentation into Supervisor in a timely manner.
6. Together with the Coordinators and Lead staff, work together to plan, organize and direct activities for all participants.
7. Communicate directly with parents, supervisors and staff to create individual inclusion plans for participation in parks and recreation programs.
8. Communicates inclusion plans and changes with parents, supervisors, and program staff. Evaluates plans on a regular basis to adapt and make changes as necessary.
9. Provides support within programs directly with participants and staff as to create an inclusive environment onsite.
10. Provide the opportunity for success for all participants by adapting activities, managing behaviors, providing personal cares (personal cares are those services that include, but are not limited to feeding, toileting, distributing medication, and changing clothes) and providing any additional assistance as directed.
11. Develop sensitivity as to when to offer assistance and when to allow natural dynamics to help the individual become a part of the group.
12. Encourage social interactions between and among all participants.
13. Problem solve by using other staff, parents, supervisors and community agencies as resources.

14. Adhere to and enforce state health guidelines.
15. Work as a team member to ensure that the programs are in compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
16. Attend, participate in, and help to facilitate all staff trainings and weekly meetings.
17. Follow staff policies and procedures.
18. Ensure that all staff and program participants follow the established policies and procedures.
19. Complete all other duties as assigned by Recreation Supervisor and Inclusion Coordinator.

**Minimum Qualifications:**

1. Must be 18 years of age or older
2. Must be available the entire season from June 14– August 13 (Monday-Friday), with limited time off requests, and in advance to assist in interview process. Hours vary based upon program and participant needs. Additional work prior to the season required – hours flexible.
3. Must be able to attend staff training and assist in facilitating/preparing for training June 7-11 and complete online training.
4. Must successfully pass a Criminal and Driving Background Check.
5. Must have experience working with children with disabilities or demonstrate a strong desire to work in this position.
6. Must be able to lift and transfer participants of various weights and sizes independently or with assistance from another staff.
7. Currently certified in First Aid/CPR/AED.

**Desirable Qualifications:**

1. Supervisory and/or Leadership experience
2. One + year of college and experience working in community recreation or education programs.
3. Ability to work independently with minimum supervision.
4. Ability to support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.
5. A belief that individuals with disabilities should be able to participate fully in community recreation.
6. Patient, reliable, and flexible.

**Supplemental Information**

No programming July 5-9.