



Position Title: Summer Inclusion Coordinator

Date: January 2021

Department: Parks and Recreation

Division: Recreation

Accountable to: Recreation Supervisor

Primary Objective of Position:

Implement the division's Inclusion Services under the direction and supervision of the Recreation Supervisor. This includes providing on and off site leadership and supervision through planning, organizing, training and directing staff to provide assistance to participants with disabilities 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. Works with the Recreation Supervisor to manage and supervise inclusion services.
3. Assists Recreation Supervisor to interview, recommend and train seasonal staff.
4. Provides work direction for Assistant Coordinators and Inclusion Facilitators.
5. Manages staff schedule, approves time sheets, and coordinates with Recreation Supervisor to approve time off requests.
6. Attends, participates in, and helps to facilitate staff trainings and weekly meetings.
7. Assists with evaluations of all Inclusion Assistant Coordinators and Facilitators as well as overall services provided.
8. Communicates regularly with Supervisor, public, staff, program participants and family to create individual inclusion plans for participants. Evaluates plans on a regular basis to adapt and make changes as necessary.
9. 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.
10. Provides support within programs directly with participants and staff as to create an inclusive environment onsite.
11. Provides the opportunity for success for all participants by adapting activities, managing behaviors, and providing any additional assistance as directed.
12. Develops sensitivity as to when to offer assistance and when to allow natural dynamics to help the individual become a part of the group.
13. Problem solves by using other staff, parents, supervisors and community agencies as resources.
14. 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.
15. Follows staff policies and procedures.

16. Ensures that all staff and program participants follow the established policies and procedures.
17. Completes all other duties as assigned by Recreation Supervisor.
18. Adhere to and enforce state health guidelines.

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). Hours vary based upon program and participant needs. Additional hours may be available prior to the season.
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 possess a valid driver's license.
6. Supervisory and/or Leadership experience.
7. Must have experience working with children with disabilities or demonstrate a strong desire to work in this position.
8. Must be able to lift and transfer participants of various weights and sizes independently or with assistance from another staff.

Desirable Qualifications:

1. Bachelor's Degree in Therapeutic Recreation, Special Education, or related field.
2. Certified Therapeutic Recreation Specialist.
3. Experience working in community recreation or education programs with preschool-middle school age participants.
4. Ability to manage time and work independently with minimum supervision.
5. Ability to support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.
6. A belief that individuals with disabilities should be able to participate fully in community recreation.
7. Patient, reliable, and flexible.
8. Currently certified in First Aid/CPR/AED.

Supplemental Information:

No programming July 5-9.