



**Position Title:** Inclusion Facilitator

**Date:** January 2019

**Department:** Parks and Recreation

**Division:** Recreation

**Accountable to:** Recreation Supervisor

**Primary Objective of Position:**

Provide assistance to participants with disabilities to ensure a successful recreation experience for participants in a variety of Parks and Recreation programs, under the supervision of the Recreation Supervisor and the direction of the Inclusion Coordinator and Assistant Inclusion Coordinator(s),

**Examples of Duties:**

1. 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, lifting, transferring, distributing medication, and changing clothes) and providing any additional assistance as needed.
2. Encourage social interactions between and among all participants.
3. Attend and participate in all staff trainings and weekly meetings.
4. Complete daily progress notes, assessments and other various paperwork.
5. Work with Coordinators and leads to plan, organize and direct activities for participants.
6. Communicate with parents, program staff and supervisors about the program and participant progress.
7. Problem solve by using other staff, parents, supervisors and community agencies as resources.
8. 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.
9. Develops and maintains professional relationships with staff and supervisor.
10. Understands sensitivity required as to when to offer assistance and when to allow natural dynamics to help the individual become a part of the group.
11. Completes all other duties as assigned by the Recreation Supervisor.

**Minimum Qualifications:**

1. Must be 16 years of age or older.
2. Must be available the entire season from June 17 – August 16 (Monday-Friday), with limited time off requests. Hours vary based upon program and participant needs.
3. Must be able to attend staff training on June 13-14 and complete online training.
4. Must have experience working with people with disabilities or demonstrate a strong desire to fulfill position.

5. Must be able to lift and transfer participants of various weights and sizes with assistance from another staff.
6. Must successfully pass a Criminal Background Check.
7. Currently certified in First Aid/CPR/AED, or have ability to obtain.

**Desirable Qualifications:**

1. High School diploma and Post-secondary course work in human services preferred (therapeutic recreation, psychology, social work, etc.).
2. 1+ years experience working in community recreation or education programs.
3. A belief that individuals with disabilities should be able to participate fully in community recreation.
4. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.
5. Patient, reliable, and flexible.

**Supplemental Information**

No programming July 1<sup>st</sup> – 5<sup>th</sup>.