



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Date Posted:	January 30, 2012
Job Title:	Inclusion Support Staff
Location:	East Area Family YMCA
Department:	Inclusion Department
Compensation:	DOE
Position Type: (F/T or P/T; Exempt or Non-Exempt)	Part-time / Non-exempt Afternoon and weekend shifts, plus special events
Job Requirements:	<p>General Functions: Under the direction of the Inclusion Director, Inclusion Support staff are responsible for working with special needs children and teens in a recreational and/or organized program setting that will meet the objectives of the East Area Family YMCA. The program provides opportunities for all children to build confidence, learn new life-skills, and develop friendships by actively participating in YMCA activities.</p> <p>Essential Duties and Responsibilities: The essential functions of this position include, but are not limited to the following:</p> <ul style="list-style-type: none"> · Establish positive relationships with parents, children and other staff members; be a positive role model. · To attend required staff meetings and trainings, giving input on programming issues. · To work with other staff to develop and implement a full recreational experience. · To assist all participants with the daily organization of their belongings. · To act in a professional manner at all times by following and enforcing association and departmental policies, including the dress code and substitute policy. · To oversee supervision of all inclusion children; Maintain that children are supervised at all times and never left alone. · To oversee positive reinforcement and behavior management of inclusion children. · To maintain a physically and mentally safe environment for all children, maintain housekeeping of site at all times. · To handle all personal care and feeding needs of inclusion participants as needed. · To work within the structure and goals of the intended program so that the participant receives the highest quality of inclusion. · Other duties as assigned by the Sr. Program Director. <p>Experience and Education:</p> <ul style="list-style-type: none"> · High School diploma or above. · Minimum of one year experience working with individuals with developmental delay. · Prefer knowledge in sensory integration. · Experience in recreational settings, to include sports, clubs, swimming, etc. <p>Qualifications:</p> <ul style="list-style-type: none"> · Must be mature, reliable, and responsible. · Excellent communication (verbal and written) and interpersonal skills are critical to the success of this position. · The ability to work independently at times, solve problems and take a leadership role in handling a variety of situations, problems, issues and/or complaints from members. · The ability to observe confidentiality. <p>Trainings & Certifications:</p> <ul style="list-style-type: none"> · Must complete the on-line Redwoods Bloodborne Pathogen training prior to initial assignment to position. · Must attend and complete Listen First, Child Abuse Prevention, and New Employee Safety training within 90-days of employment.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feels valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Effect on End Results:

This position has a direct impact on the inclusion program and the effectiveness with which the YMCA accomplishes its mission. The YMCA inclusion programs are committed to promote an environment that provides opportunities for all children to build confidence, learn new life-skills, and develop friendships by actively participating in Y programs.

1. Build strong, positive relationships with participants and parents.
2. The Inclusion program has safe and age-appropriate activities and meets the needs of the community.

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 lbs, and use hands and fingers. Must be able to lift and/or maneuver large gym equipment.

Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

In conducting certain inclusion programs, the incumbent is exposed to wet, and humid conditions in the swimming pool areas, and outdoor weather conditions. The noise level in the work environment is usually loud.

Americans with Disabilities Specifications:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Apply to
by
Feb. 10, 2012

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