



# Northern Will County Special Recreation Association

**JOB TITLE: Inclusion Assistant**

**CLASSIFICATION: Part Time**

**JOB SUMMARY:** Under the supervision of the Recreation & Services Manager, responsible for planning, scheduling, organizing, implementing, and supervising components related to inclusion and the process.

## **QUALIFICATIONS:**

- Must be at least 18 years of age.
- High school diploma with some related college experience is preferred.
- Three years' experience in recreation settings with special populations or related field is preferred.
- Must be able to perform duties and responsibilities independently of others.
- Must have transportation to and from program sites.
- Must support the mission, vision, and values of the agency.
- Certification in First Aid/CPR preferred or willingness to obtain.
- Certification in CPI preferred or willingness to obtain.
- Valid state of Illinois Drivers' License in good standing.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of planning and making accommodations for individuals with disabilities
- Ability to display a positive attitude and appropriately interact with individuals with disabilities.
- Ability to make accommodations for individuals with disabilities of various ages.
- Ability to be dependable, flexible, and punctual in all programs.
- Knowledge of staffing & supervision.
- Working knowledge of Microsoft office programs.

## **DUTIES AND RESPONSIBILITIES:**

- Uphold and emulate the mission, vision and values of NWCSRA.
- Assist in the recreation activities for various special populations in a variety of community-based programs.
- Assist participants with activities and accommodations as needed.
- Assist the Recreation & Services Manager with training, staff schedules, coaching, and staff evaluations.
- Work effectively with parents, member agencies, and other community contacts.
- Implement behavior management techniques as trained.
- Communicate any concerns or issues to the Recreation & Services Manager
- Perform related duties as assigned and sub as needed.
- Organize and conduct weekly staff meetings.
- Be a mandated reporter for the "Abuse and Neglected Child Reporting Act".

## **PHYSICAL REQUIREMENTS:**

Talking/Hearing: to communicate with staff and participants.

Sitting: to position a participant.

Reaching: to retrieve supplies or participant.

Pulling: to open doors and drawers.

Pushing: to close doors and drawers.

Stooping: to retrieve supplies from lower levels.

Crouching: to retrieve supplies from lower levels.

Seeing: to observe campers and obtain information from written materials.

Holding: to immobilize participant during behavior outbreaks.

Lifting: to move equipment and supplies, to set up and take down activities, to transfer participants; up to 40 pounds over 40 pounds requires a two person or mechanical assistance

**COGNITIVE CONSIDERATIONS:**

Must have the ability to read, write and organize materials. Must have the ability to develop and administer a simple budget. Must be able to relate to other people in a professional manner. Must exhibit good safety awareness and judgment.

**ENVIRONMENTAL CONSIDERATIONS:**

May be exposed to all types of weather conditions.

**FSLA STATUS:**

This is a seasonal, part-time hourly position

**HOURS:**

Hours will vary by week. Schedule set by the Recreation & Service Manager