



Northern Will County Special Recreation Association

JOB TITLE: Inclusion Support Team Member

CLASSIFICATION: Part Time

JOB SUMMARY: Under the supervision of the Recreation & Services Manager, responsible for assisting individuals with special needs in recreational programs in a safe and least restrictive environment. This is a part-time position.

QUALIFICATIONS:

- Must be at least 16 years of age
- Experience or desire to work with individuals with disabilities
- Must be able to perform the 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
- Certification in CPI preferred

KNOWLEDGE, SKILLS & ABILITIES:

- 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
- Willingness to learn and grow in providing recreation opportunities for individuals with disabilities

DUTIES AND RESPONSIBILITIES:

- Uphold and emulate the mission, vision and values of NWCSRA
- Abide by the Policies and Procedures of the member park districts
- Abide by the Policies and Procedures set forth in all NWCSRA manuals
- Lead/assist/plan recreation activities for individuals with special needs in a variety of community-based programs
- Actively support and follow through with the program instructor's safety program
- Supervise participants with disabilities at all times. This will include behavior management, personal care and assisting in daily living skills (feeding, toileting, clothing) and activity accommodations as needed
- Assist the participants with the activity and accommodations needed
- Assist individuals in wheelchairs, including lifting, transferring and pushing
- Communicate and work effectively with participants, parents, NWCSRA staff, member park district staff and community contacts
- Enforce rules and regulations with participants
- Complete necessary paperwork as required
- Report any problems or concerns to the Recreation & Services Manager
- Attend meetings, orientations and training sessions as scheduled
- Arrive a minimum of 15 minutes before the start of the program
- Act as a substitute staff when needed by the agency
- Assist with emergency procedures.
- Be a mandated reporter for the "Abuse and Neglected Child Reporting Act".
- Perform other duties and responsibilities as assigned

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 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 part-time hourly position

HOURS:

Hours will vary by evening, weekends and days. Schedule set by the Recreation & Services Manager