

BOYS & GIRLS CLUBS OF CENTRAL MN

Position Description

Job Title:	Inclusion Specialist
Department:	Program
Reports To:	Program Manager
FLSA Status:	Non-Exempt

JOB DESCRIPTION SUMMARY

To provide support to members with special needs to ensure their success in the KIDSTOP program.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Ensure that members with special needs or behavior issues are modeling appropriate behavior that is in line with KIDSTOP expectations.
2. Ability to implement behavior management skills that are appropriate for each individual member under supervision.
3. Ability to identify behavior triggers and effectively de-escalate destructive situations in a professional and respectful manner.
4. May assist special needs individuals in a group setting or provide one-on-one assistance/programming.
5. Be able to appropriately handle toileting and hygiene issues as needed
6. Participate as an active, positive team member with supervisor, other staff, volunteers, and members at all times by communicating effectively.
7. Ensure a productive work environment by participating in staff meetings.

ADDITIONAL RESPONSIBILITIES

1. Plan and lead special programs and/or events at site.
2. Responsible for care and maintenance of program equipment, supplies and facility including clean up and proper use.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Ability to relate well with members in KIDSTOP group environment.
2. Ability to communicate effectively with parents.
3. Ability to be flexible, adaptable and mobile when supervising special needs members.
4. Is aware of KIDSTOP policies and will abide by them.
5. Ability to remain calm and positive in stressful situations.

EDUCATION and WORK EXPERIENCE

- Education** High school diploma or equivalent and must be 18 years of age. Prefer some classes in Special Education.
- Experience** Three to six months of experience working with special needs children preferred.

FUNDAMENTAL RELATIONSHIPS

Maintains close, daily contact with Club members, parents and supervisor to receive/provide information, discuss issues and explain guidelines/ instructions. Be able to communicate daily updates to parents. Maintains positive relations with school personnel, the general public and member families at all times.

PHYSICAL REQUIREMENTS

- Visual:** Normal acuity required daily for making color distinction, depth of sight, 2 hours
- Communication:** Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 3 hours per day
- Movement:** Ability to maneuver within work site 4-5 hours per day
- Lifting/Pulling/Pushing/Carrying:** Able to comfortably move and manipulate up to 40 lbs. of weight up to 4 hours per day

ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

Employee Name

Date