



The Jewish Community Center has an opening for a part time **Inclusion Specialist** to join our team. This position works approximately 20 hours per week January- April and August – December. During the summer months of May, June, and July, position typically works 40 hours per week. Flexibility to work in support of Sunday and evening programming is necessary in this position. Programming takes place at both our Creve Coeur and Chesterfield locations. Part time employees at the J receive a complimentary membership, may save for retirement with our 403b plan and, depending on hours worked, may be eligible for program discounts and a pension contribution from the J.

Position Overview

The Inclusion Specialist administrates, creates, and works directly with a variety of camp, social, day program and theatre programs for children, teens and adults with developmental disabilities to help them to further develop their social and living skills. This position is responsible for programs offered through the Inclusion department primarily including Sunday Friendship, Theatre Unlimited, and Teen Skills camp. Additionally, the Inclusion Specialist serves as the supervisor for the seasonal Teen Skills camp staff and assists with other administrative responsibilities within the Inclusion Department.

Duties & Responsibilities

- Collaborate within the JCC to facilitate the most inclusive environment for new and existing programs.
- Hire, train and supervise staff, as required to support programs especially Sunday Friendship, Theater Unlimited, and Teen Skills Junior and Senior. Prepare, approve, and submit payroll per agency guidelines.
- Conduct participant assessments to identify need prior to participation. Interact regularly with participants and families to develop goals and objectives for program participation and to discuss their expectations of the program. Communicate regularly with parents/guardians/participants to discuss progress and address their concerns. Ensure supervisor is appropriately informed of any concerns and notified of any communications which are sent out.
- Prepare, review and maintain daily documentation for participants to comply with audit requirements as required by our funding and licensing agencies. This includes participant progress notes as well as staff documentation and training, and billing.
- Supervise participants and ensure they receive support according to their needs. Provide guidance to staff and volunteers to enable them to best support the participants.
- Responsible for all logistics of the program events such as purchasing food, games, or activity supplies for each program, communications with Building and Grounds regarding transportation and space reservations for each program, arriving 30 minutes prior to start of program to prepare, check in of participants, collect payments and prepare deposit as necessary, etc.
- Plan, promote, and arrange all logistics for Sunday Friendship events. Work together with Marketing to develop promotional materials to advertise upcoming Sunday Friendship events.

- As the supervisor for the seasonal Teen Skills camps, collaborate with Inclusion Supervisor to plan summer programs for teens and young adults with disabilities. Assist Inclusion Supervisor with the hiring and training for seasonal Inclusion Counselors to provide appropriate support to campers.
- Supervise and implement our Theatre Unlimited program, working collaboratively with the Theatre Unlimited Director during rehearsal and show dates. Prepare, review and maintain daily documentation to comply with audit requirements as required by our funding. Provide information for program, tickets, and other print materials in a timely manner respective of due dates to Inclusion Supervisor and Marketing Department. Along with the Director, provide supervision, guidance and direction to Production Assistants as they support the participants.
- Together with Volunteer Coordinator, identify volunteer opportunities, coordinate and train volunteers to support programs as appropriate. Be sure to clearly communicate expectations to volunteers prior to start of programs.
- Attend meetings as required including, monthly Program Staff and bi-weekly Day Camp Director meetings, regular meetings with supervisor, and other program specific meetings.
- Complete all trainings as required by funding source and licensure regulations; including, CPR/FA, PLB Inclusion Training, Abuse/Neglect, Medication Aide – Level I, etc.
- Adhere to all JCC and departmental policies.
- Provide quality customer service.
- All other duties as assigned by supervisor.

Required Qualifications

- BS/BA in an education or human services related field.
- 1-2 years prior experience working with persons with developmental disabilities.
- Proficiency in documenting and creating treatment plans.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access).
- Strong written and verbal communications skills
- Capable of working closely with adults, teens, and children with disabilities
- Must be self-motivated and highly organized.
- Must be available to work nights and Sundays.

Preferred Qualifications

- Graduate degree in a human services field preferred (MSW, MEd, etc.).
- Experience with public speaking, and leading small and large group presentations.
- Prior experience with lesson planning, program development and/or skill instruction.

It is required to be registered and in good standing on the Missouri Family Care and Safety Registry to hold this position.

For more information about the JCC, please see our website www.jccstl.org

To apply for this position, please submit your resume and cover letter to careers@jccstl.org . Please indicate the position you are applying for in the subject line of your email, "Inclusion Specialist". The J's employment application is available for printing from the employment section of our website. Please note this is not an online form.

The JCC is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.