



We have an opening at the JCC for an **Inclusion Coordinator**. This is a full time position with benefits (medical, dental, life, long term disability and ad&d insurances, paid vacation, sick and holiday time, 403b and pension, complimentary membership and program discounts, etc.). 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.

Summary

The Inclusion Coordinator administrates, creates, and works directly with a variety of camp, fitness, social, and recreational programs for adults and children with developmental disabilities.

Responsibilities:

- Develop and implement inclusion programming for children and adults at the J. This includes existing programming and identifying potential new programs.
- Work with staff and participants in the program to help with developing social and living skills.
- Interact regularly with participants and families to develop goals and objectives for program participation.
- Work together with the Marketing department to design and implement a marketing plan for programs.
- Gather feedback, using Agency survey tools, after programming concludes to report outcomes and identify areas for improvement year over year. Work with Agency's Director of Community Relations on survey development and launch. Monitor this information against your strategic plan and logic models for your programming.
- Supervise, train, and hire full-time Inclusion Specialist as well as part-time and seasonal employees working in 10 different programs.
- Direct an Inclusion day camp program and oversee a vocational program for teens with disabilities during the summer months. This includes hiring, supervising, and training staff as well as working together with parents/guardians to ensure children have a positive summer experience. Oversee and develop camp curriculum and activities as required. Train all day camp counselors on techniques for interacting with campers who have special needs.
- Maintain funding for programs through writing and applying for grants. Work together with the Development team to identify new opportunities for funding.
- Complete regular billing requirements for a state administered grant.
- Prepare and submit staff payroll per Agency guidelines.
- Fulfill appropriate documentation and audit requirements relating to participants in programs as required by our funding agencies. This includes participant as well as staff documentation and training.
- Promote new and existing programs around the JCC and in the community.
- Collaborate within the JCC to facilitate the most inclusive environment for new and existing programs.
- Create and adhere to a viable budget for inclusion programs and staff.
- Other duties as assigned by supervisor.

Qualifications

- BS/BA in related field required.
- Graduate degree in a special needs related field preferred (MSW, MEd, etc.)
- 1-2 years prior experience in social service related field

- Supervisory experience a plus
- Proficient in documentation and creating treatment plans
- Some experience in grant writing or fundraising
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access)
- Available to work nights and Sundays as required
- Capable of working closely with adults and children with disabilities
- Strong written and verbal communications skills
- Must be self-motivated and highly organized.

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

To apply for this position, please submit your resume, cover letter and salary requirements to careers@jccstl.org .

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