



The Jewish Community Center has an opening for a part time **Inclusion Specialist** to join our team. This nonexempt position is primarily located at our Creve Coeur location but will occasionally need to travel to our Chesterfield location for meetings and events. Position is typically a Sunday- Thursday work schedule during the months of September-May and Monday- Friday during the summer. Position is expected to be approximately 26 hours per week.

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 camps. Additionally, the Inclusion Specialist serves as the supervisor for the seasonal Teen Skills camps 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 Coordinator to plan summer programs for teens and young adults with disabilities. Assist Inclusion Coordinator 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 Coordinator 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.
- Current CPR and First Aid certification is required and must be maintained. Training will be provided if necessary.

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 further information about the J, please see our website: www.jccstl.org .

To apply for this position, please submit your resume, cover letter, and completed J application to careers@jccstl.org . Please be sure to list the position and location you are applying for in the subject line of your email, "Inclusion Specialist". Applications may be downloaded from the employment section of our website, completed, and scanned/attached to your email. Note that this is not an online form.

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