



The Jewish Community Center has an opening for an **Inclusion Supervisor** to join our team. 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 Supervisor works with adults and children with developmental disabilities and their families with the goal of including them throughout the rest of the J's program offerings. In addition, the Supervisor administrates, creates, and supervises staff of social and recreational programs for adults and children with developmental disabilities. This includes coordinating individual and group fitness, Sunday Friendship, youth programming and Theatre Unlimited programs throughout the year. During the summer, the main responsibility is to hire, train and supervisor staff and oversees day camp experiences for over 50+ campers 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 and communicate regularly with participants and families to develop goals and objectives for program participation. This includes providing direct support for participants at times throughout the year.
- 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 Inclusion Specialist as well as part-time and seasonal employees working across various programs.
- Direct an Inclusion day camp program and oversee a program for teens with disabilities (Teen Skills Jr./Sr.) 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 disabilities and require extra support.
- 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 Productive Living Board governmental grant.
- Fulfill appropriate documentation and audit requirements relating to participants in programs as required by our funding agencies such as Productive Living Board. This includes participant as well as staff documentation and training.
- Oversee process for fulfilling required intake documents and creating participant support plans in collaboration with parents and guardians of participants.
- Prepare and submit staff payroll per Agency guidelines.
- 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 a developmental disabilities or social services related field required.
- Graduate degree in a developmental disabilities related field preferred (MSW, MEd, etc.)
- 1-2 years prior experience in social service related field
- Supervisory and administrative 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 communication skills
- Must be self-motivated and highly organized

The Inclusion Supervisor is required to become registered with the MO Family Care Registry. Active registration must be maintained for employment in this position.

For more information about the JCC, 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 indicate the position you are applying for in the subject line of your email, "Inclusion Supervisor". 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.