



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Central Connecticut Coast YMCA Job Description

Job Title: Inclusion Specialist
Job Code: MAINSPEC

Reports To: Camp Director
Department: 450 Overnight Camp

A Career with a Cause:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Position Summary:

The Inclusion Specialist will be a resource for all campers and staff who need assistance dealing with personal, relational, or camp problems or concerns. The Inclusion Specialist will provide a safe and nurturing environment for everyone and will be actively involved and have a positive attitude about all programs.

Job Segments:

- Assist in the preparation and lead portions of Administrative Staff Training and All Staff Training.
- Review Camper Tips for Success Forms and take action to meet special needs noted.
- Assist any person with complaints or issues regarding their experience at camp or with personal problems.
- Inform Camp Director of all serious situations including violence, abuse, leaving camp, and breach of rules.
- Inform parents of situations needing their attention and seek their support for the child and staff involved.
- Follow all state laws regarding the reporting and documenting of child abuse to the appropriate agency.
- Maintain a clean and welcoming office.
- Correct and document, as necessary, situations that endanger the emotional or physical safety of any person.
- Be consistently available to staff and campers and provide on-going assistance, guidance, and training.
- Intervene in any situation to improve the quality of the relationships and experiences of campers and staff.
- Be a liaison between campers and staff, staff and administration, and actively focus on the international staff's needs.
- Coordinate completing special camper laundry needs with medical staff.
- Plan for and provide an atmosphere of high staff morale.
- Participate in Administrator on Duty and night activities as assigned.
- Demonstrate and teach the values of caring, honesty, respect, and responsibility to all campers and staff.
- Follow all camp rules and regulations and enforce them among peers.
- Maintain positive public relations with parents, visitors, and the general public at all times.
- Submit all required paperwork and an End of the Year Report on time.
- Perform other duties as assigned.

Essential Functions:

- Ability to communicate, supervise, and work with assigned ages and skill levels and provide necessary instructions.
- Abilities to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities.
- Physical ability to respond appropriately to emergencies and situations requiring first aid.
- Physical ability to communicate with parents and state agencies and review and maintain confidential written records.
- Ability to live on site for the duration of the season.

YMCA Leadership Competencies:

- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.

Experience, Education, and Qualifications:

- Desire and ability to work with and relate to children and one's peers outdoors
- Prior camp staff experience for three years
- Background in social work, psychology, or previous experience with troubled youth
- Sound judgment, effective listener and communicator, and discrete
- Good role model, high integrity, and adaptable
- College senior or equivalent and at least 21 years old
- Current First Aid and Adult and Child CPR certifications
- Valid driver's license and an acceptable driving record

Trainings & Certifications:

Must complete online New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Bloodborne Pathogens, Hazard Communication, and Employee Safety trainings prior to start of position.

Must hold and maintain CPR, AED, First Aid, and Oxygen Administration certifications - required for job placement.

Effect on End Results:

- This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Inclusion Specialist be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.
- Growth is seen in the program enrollment and quality in accordance with annual targets.
- All YMCA programs are recognized in the community as high quality and safe programs.
- Participants and staff set and achieve personal goals.
- All applicable licensing standards, grant stipulations, YMCA policies, state and local laws, and YMCA of the USA risk management recommendations are met or exceeded.
- Camp staff embody the mission and values of the YMCA.
- Positive image of the Central Connecticut Coast YMCA is achieved.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate. The employee frequently is required to remain stationary; move; type; and reach objects. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Must be able to perform all the physical aspects of the position, with reasonable accommodations. Ability to conduct activities, and perform all physical aspects of the position.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Compensation and Benefits:

- Rate of pay commensurate with experience
- First year J-1 staff are allotted a pocket money amount by their referring agency. Pocket money will vary depending on agency and qualifications.
- Room and board provided.

EEO Statement

The Central Connecticut Coast YMCA is an equal opportunity employer, practicing equality of employment and advancement opportunities to all regardless of race, creed, national origin or ancestry, sex, sexual orientation, gender identity, genetic information, learning disability, mental disability, physical disability, veteran status, or any other protected group status under federal, state, or local law. This policy applies to all terms and conditions of employment; including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.