



POSITION DESCRIPTION

Title:	<u>Inclusion Assistant, Including Special Kids Program</u>
Work Schedule:	Part-time 15 – 17 hours per week Monday – Friday, to be scheduled between 1:00 p.m. – 7:00 p.m. except during school breaks at which time hours could be scheduled between 8:00 a.m. – 6:00 p.m. but not to exceed the 15 – 17 hours weekly schedule.
Report to:	Program Director
Work Site:	Boys & Girls Club of Monterey County, Seaside, California

PRIMARY FUNCTION:

Under the supervision of the Program Director, the Inclusion Assistant shall assist members with developmental disabilities who are San Andreas Regional Center (SARC) consumers to participate in the activities of the Boys & Girls Clubs of Monterey County (BGCMC) to promote and stimulate the development of social skills under the umbrella of the Including Special Kids Program.

Key responsibilities the Inclusion Assistant is responsible for fulfilling include:

1. In coordination with the BGCMC Inclusion Specialist, the Inclusion Assistant shall guide members with a developmental disability to become acclimated to the Club environment;
2. Review intake and assessment forms to understand member profile and guide him/her to participate in the program using picture symbols whenever applicable or other modes of communication that the member may need;
3. Keep and collect data to monitor member individual progress in the program;
4. Maintain and use adaptive equipment and toys used by the member with a developmental disability to help them transition and regulate emotional states and behavior;
5. Be a role model for Boys & Girls Club staff, volunteers, and other members by demonstrating positive strategies to help members with developmental disabilities succeed and be included; and
6. Engage typical members with developmentally disabled members in games, cooperative activities, and recreational activities or to assist in projects at the Club.

RESPONSIBILITIES:

- 1. *Prepare Youth for Success***
 - Use positive reinforcement strategies to promote appropriate behaviors in the Club;
 - Effectively communicate with staff about youth's needs, coping strategies, adaptations needed in a positive and confidential manner;
 - Attend weekly staff meetings;
 - Respect confidentiality of members, employees, volunteers and information;
 - Strive to achieve a high standard of professionalism in effective communication, personal motivation, and interpersonal skills with members, peers, superiors, parents, volunteers and the general public;
 - Uphold the values and mission of Special Kids Crusade and the Boys & Girls Clubs of Monterey County;
 - Follow the employee policies as set forth by Special Kids Crusade;
 - Contribute to the successful implementation of policies and procedures, professional standards and communication throughout the Boys & Girls Clubs of Monterey County;
 - Know and implement the youth development strategy consistently to assist members in achieving Including Special Kids Program Outcomes and Boys & Girls Clubs Youth Development Outcomes; and
 - Supervise members on field trips.
- 2. *Implementing & Assisting with Planning, Evaluating Programming and Curriculum***
 - Assist in modifying existing activities or setting up adaptive activities that will integrate developmentally disabled members into regular Club programs;

- Maintain and use adaptive equipment and toys used by the members with a developmental disability to help them transition and regulate emotional states and behavior;
- Assist with the development of member goals and objectives for participation in the program and in social skill development;
- Collect and record data pertaining to member progress; and
- Assist with implementing special events and activities outside of standard programming to enhance members' knowledge, understanding and skills (e.g., Family Nights, outreach, etc.).

3. Maintain Order & Safety

- Maintain a sense of order and control at the Boys & Girls Club by using good judgment and enforcing rules fairly, firmly, consistently and kindly;
- Maintain an environment that insures the health and safety of members by maintaining a high degree of awareness to ensure a safe environment; and
- Insure proper care of Boys & Girls Club property (tables, computers, books, CD-ROMS, equipment, etc.) by identifying and addressing anything out of order.

MINIMUM QUALIFICATIONS:

1. Successfully complete pre-employment background check and drug testing;
2. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders;
3. A minimum of one year experience working with youth and implementing developmentally appropriate activities;
4. Responsible, dependable, tenacious, and problem solver;
5. Excellent interpersonal, oral and written communication skills. Bi-lingual Spanish preferred;
6. Exceptional ability and aptitude to:
 - a. Collaborate to achieve SKC and BGCMC Missions;
 - b. Enact and uphold SKC values of inclusion, acceptance, empowerment, integrity, and inspiration; and BGCMC values of being an integrity-based youth development agency (i.e., character, honesty, openness, authority, partnership, performance, charity and graciousness.
 - c. Adhere to SKC Employee Handbook Policies & Procedures.

EDUCATIONAL REQUIREMENTS:

- Minimum high school diploma
- AA Degree preferred

SPECIALIZED SKILLS REQUIRED:

- Flexible ability to adapt activities and expectations;
- Ability to perform responsibilities and adapt to changes in a highly interactive, dynamic environment;
- Ability to cultivate positive relationships with youth ages 6-18 and to offer quality, engaging and fun educational opportunities;
- Ability to use computer to complete timesheets, support workplace communications and accomplish work tasks; and
- Must have reliable method of getting to and from work.

HIGHLY DESIRABLE QUALIFICATIONS:

- Good working knowledge of developmental and physical disabilities in youth;
- Previous experience organizing activities designed for inclusion;
- Prior experience in a youth development agency or other social service agency preferred;
- Proven ability to effectively implement youth development activities in one or more of the following Core Areas of programming (indicate on application which Area, if any, you have experience in):
 - **Character Development and Leadership Development** empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities.
 - **Education and Career Development** enable youth to become proficient in basic educational disciplines based on their ability, apply learning to everyday situations. BGCMC's Science Center, Technology Center and Learning Center are central to providing these opportunities.
 - **Health and Life Skills** develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and develop the competencies to live successfully as self-sufficient adults.
 - **The Arts** enable youth to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts and creative writing.
 - **Sports, Fitness and Recreation** develops fitness, positive use of leisure time, and skills for stress management, appreciation for the environment and social and interpersonal skills.
- Oral and written fluency and proficiency in Spanish and English;
- Proven knowledge, understanding of youth development &/or educational work with youth, families and organizations of Monterey County communities, especially those located in the Salinas Valley and on the Monterey Peninsula;

- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Outlook and Internet Explorer; and
- First Aid & CPR Certification (required to obtain within 90 days of employment).

ENVIRONMENTAL AND WORKING CONDITIONS:

This position requires the ability to perform work in a highly interactive and emotionally and physically stimulating environment.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrated ability to:

- Maintain a high energy level.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Effectively communicate with a variety of audiences in various settings.

COMPENSATION:

\$11.00 - \$14.00 per hour based on qualifications. Professional development opportunities are available contingent upon funding and approval. This position is classified as non-exempt and as such is eligible for the overtime provisions of the Fair Labor Standards Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

APPLICATION PROCEDURES:

SUBMIT COMPLETED APPLICATIONS: By email to mail@specialkidscrusade.org, or by mail to 1900 Garden Road, Suite 230, Monterey, CA 93940. Materials submitted become the property of Special Kids Crusade and will not be returned.

To obtain the required Special Kids Crusade application form, visit the Special Kids Crusade website at www.specialkidscrusade.org, or contact us at 831-372-2730 to arrange for receipt of an application.

All employees must be eligible for employment in the U.S.