

Municipal Partners for Inclusive Recreation

Ballwin, Brentwood, Crestwood, Des Peres, Ellisville, Kirkwood,
Manchester & Sunset Hills Parks & Recreation Departments

JOB TITLE: Inclusion Counselor

REPORTS TO: Program Supervisor, Coordinator of Inclusive Recreation

JOB SUMMARY: An Inclusion Counselor works with individuals of varied ages and disabilities in existing recreational programs offered by the parks and recreation departments participating in Municipal Partners for Inclusive Recreation. Responsibilities vary based upon each participant's needs, but can range from one-on-one support for a program participant to assistance as needed. Responsible for facilitating their participation and socialization in the program's activities, as needed per their disability. This may involve adapting the environment, adapting rules and teaching methodologies, and adapting equipment.

ESSENTIAL FUNCTIONS:

- * Possess a positive attitude and a desire to work with people with disabilities in a recreation environment.
- * Demonstrate patience.
- * Demonstrate creativity, initiative, enthusiasm, dependability and punctuality.
- * Interact with and work as a team-player with the program participant, his/her family, peers, and program staff.
- * Willingness to be actively involved and participate in the program.
- * Willingness to acquire new skills.
- * Ability to develop a rapport with the program participant as well as everyone involved in the program.
- * Ability to learn and to grow in the position by accepting constructive feedback from their supervisor, parents and/or program staff.
- * Ability to provide a safe and fun environment for all.
- * Perform additional duties as assigned.

KNOWLEDGE, SKILLS & PHYSICAL REQUIREMENTS:

- * Must be a responsible person 16 years of age or older with a valid driver's license or a means to get to the program site(s).
- * Experience working with people with disabilities or strong desire to gain experience.
- * Good knowledge of basic customer service.
- * Ability to be physically active and mobile which may include lifting and pushing as needed.
- * Stamina to actively participate with program participant(s) in walking, running, standing, and/or sitting positions.
- * Ability to use a variety of communication methods; i.e. sign language, picture schedule.

COGNITIVE SKILLS REQUIRED:

- * Ability to demonstrate dependability, promptness and punctuality.
- * Ability to follow directions.
- * Ability to be responsible.
- * Ability to identify barriers that hinder a participant's success and implement all reasonable accommodations.
- * Ability to address needs, concerns, comments, and questions.

EDUCATION AND TRAINING:

- * Certified in CPR and First Aid (required by some departments).
- * Attend mandatory training sessions and staff meetings.

HOURS AND RATE OF PAY:

Hours vary depending upon program and department. Rate of pay varies based upon experience, qualifications and department.

Persons interested in this position may contact:

Terri Johnson, CTRS, CPRP
Municipal Partners for Inclusive Recreation
The Lodge Des Peres
1050 Des Peres
Des Peres, MO 63131
Phone: 314-835-6157 or use Relay Missouri 711
Fax: 314-835-6151
Email: tjohnson@desperesmo.org

INCLUSION COUNSELOR RESPONSIBILITIES

TO THE PARTICIPANT:

- ⊗ Be courteous and respectful to the participant and everyone in the program.
- ⊗ Know where the participant you are working with is at ALL times.
- ⊗ Arrive on time to the program(s) and be ready and enthusiastic to work.
- ⊗ Encourage and foster independence.
- ⊗ Let the participant speak for him/herself whenever possible.
- ⊗ Do not share personal information about the participant outside of work and NEVER talk about him/her in front of other program participants or him/her.
- ⊗ Be PATIENT.

TO THE PROGRAM SUPERVISOR & INCLUSION SUPERVISOR:

- ⊗ Contact the program supervisor as early as possible whenever sick or unable to attend the program.
- ⊗ Complete forms with accurate information and by given deadline.
- ⊗ Share any problems or concerns with the program supervisor or coordinator of inclusive recreation.
- ⊗ Read training materials and/or any other information thoroughly and by the specified time(s).
- ⊗ Follow payroll procedure and schedule utilized by the department with whom you work.

TO THE INSTRUCTOR or /DAY CAMP DIRECTOR:

- ⊗ Keep him/her informed of any problems or concerns that occur during the program.
- ⊗ Arrive on time to the program(s).
- ⊗ Introduce yourself to the instructor or day camp director(s) as the inclusion support staff person for "Joe" (your participant) and introduce yourself to anyone else as "Joe's friend" or a program assistant.
- ⊗ Assist the program instructor with preparation and clean-up, when necessary.
- ⊗ Dress appropriately for the program.
- ⊗ If your participant is interacting well with other participants, and if you're asked to assist in performing other duties, you may do so IF it does not jeopardize the safety of your participant.

SUPERVISION:

- ⊗ Supervision will be by the program supervisor.
- ⊗ During summer day camp, direct supervision will be by the day camp director with overall supervision by the program supervisor.

Thanks to the Northern Suburban Special Recreation Association for their Integration Companion Responsibilities Description that we adapted to fit our needs.