



Minnesota JCC

JOB DESCRIPTION

TITLE:	Inclusion Coordinator – Minnesota JCC
DEPARTMENT:	Inclusion
LOCATION:	Sabes Center, MPLS; Capp Center, St. Paul; Camp Butwin, Eagan
STATUS:	FT
CLASSIFICATION:	Exempt
SUPERVISOR:	Inclusion Director

POSITION SUMMARY

The Inclusion Coordinator is responsible for the day-to-day operation of Inclusion Department programs, specifically Youth and Adult programs, and services as well as supporting inclusive practices in all departments at the Minnesota JCC, with the guidance and support of the Inclusion Director. This position requires being physically present at both the Sabes Center in St. Louis Park, and the Capp Center in St. Paul on a regular basis, as well as Camp Butwin in Eagan throughout the summer camp season.

ESSENTIAL FUNCTIONS

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Outreach to those families in need of Inclusive services, specifically for youth and adult participants
- Observe classroom/camp/program behaviors; work with staff and families to provide resources and behavioral supports
- Support JCC programs to ensure all possible participants are able to take part in programs offered
- Hire, train, supervise, and mentor advocates and other support staff.
- Provide direct service support to Inclusion participants as needed
- Coordinate and lead programs for individuals with disabilities. Including programs with partner agencies and field trips away from the JCC.
- Oversee Challah program including management, inventory, financials, and delivery
- Coordinate and lead staff and volunteer meetings and trainings

QUALIFICATIONS/REQUIREMENTS

- Bachelor's Degree in Therapeutic Recreation, Psychology, Special Education, Social Work, Occupational Therapy, or a related field

- 3+ years experience working with individuals with special needs in an inclusive setting
- 2+ years experience managing staff and program expectations
- Strong knowledge of Jewish culture and traditions
- Commitment to equity, diversity, environmental stewardship, and social justice

COMPETENCIES

- Positive attitude and dedication to providing exceptional programming
- Comprehensive computer skills including proficiency in Microsoft Office Suite, Zoom, and virtual communication outlets
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Commitment to the highest professional and ethical standards
- Current Standard First Aid, and CPR certification highly recommended

SUPERVISORY RESPONSIBILITY

- Summer Camp Inclusion Staff
- Year-round Inclusion Staff
- Volunteers

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 verbally communicate with others. In the office setting, this is primarily a sedentary role, which requires the employee to sit at a desk for consecutive hours at a time using a computer or other office equipment. Additional physical requirements include occasional bending, crouching, reaching, and lifting. May be required to work outdoors.

EEOC Statement: The MN JCC provides equal opportunity to employees and applicants for employment in accordance with applicable laws. Personnel decisions are made on the basis of merit and the needs of the organization. The MN JCC does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, genetic information, sexual orientation, age, military or veteran status, membership or activity in a local human rights commission, or any other status protected by law.

EMPLOYEES STATEMENT OF ACCEPTANCE

I accept the conditions associated with this job description and agree to work with management to accomplish the goals of the Center.

Date

Employee Signature

Date

Supervisor