



Inclusion Coordinator Job Description

Emma Kaufmann Camp is a co-ed residential summer camp for children ages 7-16 located on Cheat Lake in Morgantown, West Virginia. We foster connections, individual growth, values and fun through premiere programming and activities. As a staff member at EKC, you will enjoy the opportunity for personal growth and develop friendships that will last a lifetime. We are looking to hire, for the summer, a full-time inclusion coordinator. Dates are flexible. Competitive salary, lodging and meals provided.

Reports to: EKC Camp Director

Position Purpose: The Inclusion Coordinator is responsible for modeling, teaching, and implementing inclusive approaches in the camp setting and greater community.

Requirements

- Must possess undergraduate and graduate degrees, be a Board Certified Behavior Analyst (BCBA), and/or have several years of experience working within the field of Behavioral Health Rehabilitation Services (BHRS).
- Must be well versed in Applied Behavior Analysis (ABA) and be able to explore the function of behavior through observation, data collection, etc.
- Must be able to maintain First Aid/CPR certification.
- Must continue to develop necessary skills through continuing education requirements required to maintain BCBA license or other relevant credentials.
- Will continue to develop and modify inclusion strategies utilized in the Jewish Community Center's summer camp program programming in coordination with the consultant and EKC's Associate Director.

Essential Job Functions

Administration: Coordinate with the Associate Director and the consultant to develop the inclusion program. This includes contributing ideas as to how to market the project, communicating with parents, school districts, and other referral sources before, during and after camp, and general promotion of the program which may include speaking in front of groups, representing the program at community events, etc. Because the Inclusion Coordinator is the face of the program it is essential that families and local agencies view them as a resource.

Collaboration: In order for campers to be successfully included in camp activities it will be imperative that camp admin and staff see the Inclusion Coordinator as a friendly and helpful support. This means

that the Inclusion Coordinator needs to be both knowledgeable and approachable. Strong communication skills and the ability to relate to teens and young adults is essential. The ability to acclimate to the camp environment and appreciate the value of summer camp programming is important.

Recruiting Campers: The Inclusion Coordinator is responsible for attending camp fairs and other local events which facilitate the recruitment of campers. The Inclusion Coordinator will communicate with referral sources, schools, and parents prior to, and during camp, in order to sustain the positive reputation associated with the JCC's summer programming.

Screening Campers: The Inclusion Coordinator is responsible for screening all potential campers who wish to attend camp via this project. Camp screenings will include an in person intake, having campers identify their strengths and needs, and gathering relevant information from families which will allow for the camper to be adequately supported such as IEPs, 504 plans, recent evaluations, letters from therapists etc.

Implementing and Maintaining the Inclusion Project: The Inclusion Coordinator will facilitate administration and staff's understanding of inclusion through initial training and ongoing support and training. Support to identified campers will be facilitated daily. Accommodations for campers will be created and implemented per each individual camper's needs. Communication with parents will occur on an ongoing basis according to a format developed during the first year of the program. Simple, individualized, guides will be created for campers. These guides will be implemented by camp staff with support from the Inclusion Coordinator.

Focus on Inclusion: The goal of this project is for campers with mild to moderate emotional/behavioral needs to be successfully integrated into the camp model. The Inclusion Coordinator should be well versed in (1) how to make individualized minor to moderate accommodations to camp programming, (2) how to effectively communicate the importance implementing accommodations to camp staff, and (3) be able to model techniques and accommodations. The goal will always be for campers to be as included in camp activities as much as is reasonable while simultaneously taking into account their individual needs.

Understanding of Unique Needs: In order to successfully integrate campers into camp programming, the Inclusion Coordinator will need to have previous training and experience supporting youth who have mild to moderate expressive and receptive processing needs, and/or sensory needs, and/or communication deficits, and and/or social skills deficits. The Inclusion Coordinator should be familiar with Applied Behavior Analysis (ABA) principles and understand how to determine the function of behavior. Additionally, the Inclusion Coordinator will need to have a flexible mindset in order to make sure that camper needs are being met in the summer camp environment.

Confidentiality: Maintain confidentiality of campers, families, and support provided. The Inclusion Coordinator will be able to collaborate with other providers connected to campers attending camp via this project both before and after camp as long as a release of information has been signed by the camper's caregivers and/or the camper (if the camper is over the age of 15).

Relationships: Regular communications and consultation with the consultant, EKC's camper care team and parents will continue before, during, and after the camp season.

Knowledge, skills and abilities

- Understand child development.
- Understand the needs of children and youth.
- Ability to relate to children and adults in a positive and professional manner.
- Ability to implement accommodations specific to the needs of each camper.
- Ability to work closely and effectively with others.
- Follow the JCC camp model.

Physical Aspects of the Job

- Ability to communicate and work with camper groups and provide ongoing support to campers and staff.
- Ability to observe camper's behavior, assess its developmental appropriateness, respond in a therapeutic manner to difficult/challenging behaviors, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Ability to observe staff behavior, assess inclusiveness, and effectively advocate for camper needs to staff.
- Visual and auditory ability to identify and respond to environmental and other hazards in the camp environment.
- Physical ability to respond appropriately to situations requiring first aid.
- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) situation.
- Possess the strength and endurance to maintain constant interaction with campers and staff.
- All camp positions require the ability to endure prolonged standing, bending, stooping, walking and physical activity associated with athletics and camp programming.
- Ability to endure exposure to the sun, heat, and other environmental hazards are part of working at a summer camp program.