



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **YMCA of Greater Syracuse Job Posting**

**Job Title:** Inclusion Coordinator  
**FLSA:** Non-exempt – Part-time  
**Work Schedule:** Schedule will vary based on the needs of the program

**Reports To:** Operations Director  
**Work Location:** North Area & Northwest Family YMCAs

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### **A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

### **General Functions:**

Under the direction of the Operations Director, the Inclusion Coordinator's role is designed to ensure that the Y provides an inclusion portfolio that meets the needs of its constituents in the safest and most enjoyable atmosphere. The incumbent is responsible for the planning, developing, training, administration, expansion and evaluation of all inclusion programs, supervising all inclusion staff and volunteer development. The incumbent is a team player that demonstrates strong skills in program development and administration, supervision, collaborative relationships, fiscal management, and financial development. As a grant funded program, the incumbent must assist in building and managing a portfolio of grants and alternate community funding. The incumbent accepts, demonstrates and teaches the YMCA core values of caring, honesty, respect and responsibility.

### **Essential Duties and Responsibilities:**

The essential functions of this position include, but are not limited to the following:

#### **Program Administration**

- Create, develop, promote, implement, monitor and evaluate new and current inclusion programs and support services that meet the community needs.
- Responsibilities include performing administrative duties associated with running an efficient and safe program, meeting the policies and procedures of the YMCA, ACCESS-CNY, and any other collaborating agencies.
- Responsible to ensure that programs and support staff are operating at the highest level of safety at all times and that all regulatory requirements are being met.
- Responsibilities include building relationships with families and participants to ensure that their needs are identified and that they are equally matched with programs that are appropriately inclusive.
- Act as a mentor and leader to all YMCA staff to assist all program areas in ensuring that reasonable accommodations are being offered; provide consult as needed and/ or requested.
- Responsible for offering high quality programs that include a Character Development program, promotional plan and evaluation.
- Responsible for scheduling support staff for participants and evaluating their effectiveness.
- Responsible for supervising and observing support staff when necessary to ensure consistency and integrity of the program. This could include support in swim, camp, childcare, youth sports, and any area needed.
- Responsible for tracking and monitoring data that supports current grants through ACCESS-CNY and any others that are obtained.
- Continue program and referral collaborations with local special needs serving agencies including CNY ASA, Family Access, DSO, and local school districts.
- Any other duties as assigned by the Operations Director.

#### **Staff Development and Supervision**

- The incumbent will develop and implement a comprehensive staff development plan in the areas of inclusion and YMCA policies and procedures.
- The incumbent will supervise all Inclusion Staff. The incumbent will perform all administrative and supervisory duties including supervising, training and coaching, hiring/dismissing, interviewing, reward and discipline of employees, address complaints and resolving problems and performance appraisals.
- Staff will be trained on basic Sign Language, sensory integration techniques, and methods of positive behavior modifications as needed.

### **Collaborative Relationships**

- Work with and for the Association to identify needs, support, and funding opportunities to insure a comprehensive program and reputation.
- Responsibilities include identifying and developing relationships and working directly with other organizations to assess the needs of the community and with whom the YMCA can collaborate to strengthen and expand inclusion programs and services for families.
- Responsible for developing programs that meet their needs.

### **Fiscal Management**

- Assist the Operations Director to develop, implement, and monitor a budget for the Y Kids Inc. department.
- Meets fiscal objectives, while closely monitoring revenue and expenses.
- Produce all monthly reports as required by your supervisor, collaborative agencies, and funding sources.

### **Financial Development**

- Supports and assists the Operations Director with the YMCA of Greater Syracuse's Annual Campaign. Support the branch fundraising initiatives Y-Partners Annual Campaign to include staff, board, member and community efforts.

### **Volunteer Development**

- Assist in the recruitment and development of program volunteers when appropriate.

### **Association Duties**

- Serve as a vital and contributing member of the Association. Attends all mandatory staff meetings, training and workshops. Serves as a Building Supervisor and First Responder on a rotating basis. Maintains a well-organized office. Process all required business paper work in a timely fashion. Other duties as assigned by the Operations Director

### **Experience and Education:**

- Bachelor's degree in Special Education or related field or equivalent work experience.
- Minimum of two-year commensurate experience, including management of inclusion programs, supervision of staff and budget management.

### **Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

### **Qualifications:**

- Demonstrated competencies in program development and fiscal management of Inclusion Department budget.
- Excellent communication (verbal and written) and interpersonal skills are critical to the success of this position.
- Strong computer skills using Microsoft Office Programs, especially word, excel and publisher, also experience with data base management software.
- Demonstrated analytical skills.
- Demonstrated leadership qualities, organizational skills, project management, time management, detail orientated.
- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, supervising, decision-making, problem solving team oriented, creative thinking and leadership skills.

- The ability to read, interpret and effectively communicate document, information and instructions such as safety rules, membership procedures, customer service, YMCA promotion and programs, and YMCA policies and procedures etc.
- Able to train and instruct other staff members; promote the benefits of the YMCA, the facility and programs; and solve problems and take a leadership role in handling a variety of situations, problems, issues and/or complaints from members.
- The ability to observe confidentiality.

**Required Certifications and Trainings:**

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to assignment to initial position.
- Must hold CPR, AED, and First Aid certifications, or obtain within the first 30-days of employment.
- Must attend and complete YMCA Child Abuse Prevention, New Employee Orientation, Listen First and Quality Service trainings within the first 90-days of employment.
- Must complete Darkness to Light Training within 1-year of employment.

**Effective Return on Investment:**

1. This position ensures the delivery of high quality mission and market driven programs and corresponding fiscal stability.
2. Qualified, trained and certified staff functions to provide quality programs and services to all program participants within a clear organizational structure.
3. Ensure programs meet the needs of the program participants are age appropriate, meet safety and YMCA standards at all times.

**Physical Demands:**

Ability to sit for extended periods of time, frequently sit, use his/her hands and fingers, stand, typing, walk, reach, climb, balance, stoop, crouch, kneel and climb a minimum of two flights of stairs multiple times per day. Able to lift, carry and/or move up to 35 pounds. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus. Hear noises and distress signals in the inclusion environment with background noise and perform all needed rescues skills. In rear occasions, restrain a child from injuring others. In case of emergencies, incumbent must have the ability to run. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

In conducting certain inclusion programs, the incumbent is frequently exposed to outdoor weather conditions and to wet, warm and humid conditions in the swimming pool areas. The noise level in the work environment is usually loud. Frequently exposed to OSHA approved cleaning solution.

**Americans with Disabilities Specifications:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to Apply:**

Interested candidates should respond to Cheryl Walker, Operations Director at (315) 451-2562, ext. 210 or email their application to [cwalker@syracuseymca.org](mailto:cwalker@syracuseymca.org), or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than December 13, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.