



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

**YMCA of Greater Syracuse
Job Posting**

Job Title: Inclusion Support Staff

Reports To: Inclusion Director

FLSA: Non-exempt – Part-time

Work Location: East Area Family YMCA

Work Schedule: variety of shifts open Monday - Friday; afternoons, evenings & weekend hours

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 Inclusion Director, the Inclusion Support Staff is responsible for working with special needs children and teens in a recreational and/or organized program setting that will meet the objectives of the YMCA. Provide opportunities for all children to build confidence, learn new life-skills, and develop friendships by actively participating in YMCA activities.

Essential Duties and Responsibilities:

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

- Establish positive relationships with parents, children and other staff members; be a positive role model.
- Attend required staff meetings and trainings, giving input on programming issues.
- Work with other staff to develop and implement a full recreational experience.
- Assist all participants with the daily organization of their belongings.
- Act in a professional manner at all times by following and enforcing association and departmental policies, including the dress code and substitute policy.
- Oversee supervision of all inclusion children; maintain that children are supervised at all times and never left alone.
- Oversee positive reinforcement and behavior management of inclusion children.
- Handle all personal care and feeding needs of inclusion participants as needed.
- Work within the structure and goals of the intended program so that the participant receives the highest quality of inclusion.
- Other duties as assigned by Supervisor.

Experience and Education:

- High School diploma or above.
- Minimum of one-year experience working with individuals with developmental delay.
- Prefer knowledge in sensory integration.
- Experience in recreational settings, to include sports, clubs, swimming, etc.

Qualifications:

- Bring to this position maturity, responsibility and a sincere interest in working with people.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in assisting with the program.
- Must be reliable and report to work as scheduled, on time and work entire shift.
- Excellent communication (verbal and written) and interpersonal skills are critical to the success of this position.
- The ability to work independently at times, solve problems and take a leadership role in handling a variety of situations, problems, issues and/or complaints from members.
- Ability to observe confidentially.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- If applicable obtain CPR, AED & First Aid certifications or successfully complete no later than 30-days after employment begins.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete Youth Protection Series, Bullying Prevention, Darkness to Light and Listen First within the first 90-days of employment.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understand and supports 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: Understand 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 Customers and Others: 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 effectively.
- 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.

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 pounds, and use hands and fingers. Must be able to lift and/or maneuver large gym equipment. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Duties are performed in an office environment and in a childcare setting; at times childcare employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All childcare employees are required to follow the preventative health policies of the Center at all times. The noise level in the work environment is moderate to above average. Frequently exposed to OSHA approved cleaning solutions.

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 Morgan Ruggeri, Inclusion Director, at (315) 637-2025, ext. 211 or email their application to mruggeri@syracuseymca.org or Laura Lipari, Human Resources Coordinator, at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org no later than February 27, 2018.

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.