

**Town of Sandwich
Recreation Department
Job Description
Seasonal Super Fun Program Inclusion Aide**

Summary:

Assists the All Day Super Fun Program Inclusionist and Cabin Counselor in providing support during the Super Fun Summer Programs for children with specific needs in a safe environment. Including planning, organizing, coordinating and adapting recreational opportunities for participants with social, emotional, physical or cognitive disabilities.

Supervision:

The Inclusion Aide will receive general policy and guidance from the Program Director, Inclusion Specialist and Assistant Program Director.

Job Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. While performing the duties of this job, the employee works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

Essential Functions:

- Assists in the planning of inclusion activities and reviews progress and directs changes as needed;
- Assists participants with activities and with any accommodations needed.
- Gathers and prepares information for reports and as needed; completes necessary incidents and accident forms.
- Provides observations and advice to the Inclusion Specialist to help improve the inclusion of participants in the All-day Super Fun Program ;
- Responsible for communicating official plans, policies and procedures to staff and participants guardians;
- Performs or assists subordinates in performing duties. Adhere to and enforce staff compliance with organizational, departmental and divisional policies and procedures.
- Attends staff meeting as required.
- Supports the creation and implementation of behavioral plans.
- Assists in coordinating the communication between the All Day Super Fun Summer Program and other groups and agencies involved in participants care and well-being ;

- Develops and maintains effective internal and external oral and written communication including responding to comments, concerns and suggestions in a timely manner.
- Performs a variety of miscellaneous duties such as, written correspondence, participates in program activities, oversees camp participants while in the water, and other activities as may be necessary to perform the essential job functions.

Education and Experience:

- Associate's or Bachelor's degree in Education, Special Education, Therapeutic Recreation or related field or actively seeking such degree with two years of childcare experience; or any equivalent combination of education and experience.
- CPR and First Aid with AED certification.

Knowledge, Skills and Abilities:

- Demonstrate confidence in abilities to interact with children with various disabilities and/ or needs.
- Knowledge of summer program planning;
- Ability to develop, coordinate, direct and adapt varied activities involved in a summer program;
- Ability to establish and maintain effective working relationships with employees, supervisors, participants, and the general public;
- Ability to communicate effectively orally and in writing;
- Strong character, integrity, and adaptability;
- Enthusiasm, sense of humor, patience, and self-control;

Physical Requirements:

- Maintains own good physical condition,
- Visual and auditory acuity to perform job-related functions.
- Ability to spend up to 75% of work time engaging in physical movement in a variety of recreational settings- including water activities.
- Ability to walk or stand for an extended period of time.
- Ability to talk, reach, grasp, kneel, stoop and bend.
- Must be able to lift 50 pounds independently ; or more with assistance