



Inclusion Specialist Position Description

Position Title: Inclusion Specialist
Reports To: Outdoor Experience Manager
Status: Seasonal, Exempt
Salary: \$250-\$325 per week

Position Summary

The Inclusion Specialist will work directly with campers who have needs that warrant extra care and attention due to behavior, health (mental or physical) and life circumstance.

Major Responsibilities

- Advise, consult with and instruct other staff on how best to work with special populations and how to provide support for campers with special needs.
- Develop and implement a variety of activities in accordance with the objectives and standards of Girl Scout program goals. Ensure that the interests and abilities of campers are considered in relation to progression of activities.
- Assist with weekly UL Meeting and provide suggestions on how to cater activities and events to children who may need extra support.
- Conduct meetings with parents or guardians in order to get a full understanding of the child's needs, best practices and problem solving.
- Participate in general camp activities.
- Maintain records and prepares reports as requested.
- Participate in staff team efforts, displaying a positive and cooperative attitude.
- Other duties as assigned by Outdoor Experience Manager or designee

Additional Accountabilities

- Actively supports and promotes the camp's commitment to diversity and inclusion
- Actively supports all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and girls
- Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner
- Seeks to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges
- Ensures that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner
- Maintains strict confidentiality when handling sensitive information

- Attends all administrative meetings as needed
- Continually seeks and accepts opportunities for personal and professional growth
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences
- Responds to all emergency and crisis situations quickly and calmly

Requirements

- Minimum age of 20
- Strongly preferred to have or be actively working towards a degree in Special Education
- Must have experience working with children with special needs, specifically Autism or Oppositional Defiance Disorder.
- Hold current certification in standard First Aid and CPR as per ACA guidelines
- Belief in the purpose and value of Girl Scouting; must be a registered member of Girl Scouts or become a member upon acceptance of position
- Strong commitment to diversity, equity and inclusion
- Ability to communicate with staff, campers and parents with diplomacy and tact

Physical Requirements

Any 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 accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the council.

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching
- Moderate lifting (up to 50 pounds)
- Walking on uneven terrain, up and down hills for distances up to ½ mile multiple times each day
- Endurance to meet emergency needs
- Ability to live in a camp setting and work irregular hours
- Ability to tolerate daily exposure to the sun, heat and animals such as bugs, snakes, bats, etc.

Disclaimer Statement

The above is intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.

Employee's Signature _____ **Date** _____