



City of University City

EMPLOYMENT OPPORTUNITY



Job Title	Recreation Specialist II – Inclusion Counselor
Department	Community Development – Recreation Division
Posting Date	March 1, 2017
Closing Date for Resumes/Applications	May 1, 2017
Position Classification	P07
Pay	\$8.02
Exempt/Non-exempt	Exempt
Status	Part Time

Nature of Work:

This is a skilled part-time recreation position working closely with children who have special needs. These needs can range from ADHD to Autism to physically challenged. Inclusion Aides should have experience working with children with special needs in structured settings/programs and demonstrate a high level of enthusiasm and caring for the program and its participants.

Essential Duties and Responsibilities

- Protect the health, safety and welfare of campers with special needs.
- Circulate among camp groups as needed or as assigned by Inclusion Facilitator to adapt activities and provide additional assistance as needed in order to help participants learn and participate.
- Facilitates social interaction among all participants.
- Works with Recreation Specialist, Camp Director and general counselors to implement positive behavioral supports and other interventions as needed.
- Maintain positive relationships with campers by showing sensitivity to campers' emotional needs and problem solving any camper issues effectively.
- Attend all staff meetings, open house, special and camp-wide programs, as designated by the Camp Director.
- Ability to follow required IEP , behavior management, and all other therapy plans
- Able to enforce and maintain facility rules and regulations.
- Help maintain space and supplies.
- Able to work with computer programs and regular office equipment.
- Other duties as assigned by supervisor.

Knowledge, Skills and Abilities

- Knowledge and skill in computer based spreadsheets, scheduling and word processing software programs, database management, internet, email, social media, etc.
- Ability to understand written, visual and oral instructions.
- Ability to communicate effectively in written and oral forms.
- Working knowledge of basic computer practices and procedures.
- Ability to establish and maintain effective working relationships with campers, employees, patrons, general public.

Equipment Used to Perform Job:

Telephone, computers, copy machine, fax, printers, radio, TV, VCR, DVD, defibrillator.

Physical/Visual Activities or Demands

- Sitting, talking, hearing, walking, reaching, bending, stooping, climbing and lifting.
- Concentrated mental and visual attention with normal hand – eye coordination required.
- Clarity of vision at 20 inches – corrected or uncorrected.
- Occasional moving of items up to 60 lb.
- Able to work inside and outside in all weather conditions.

Experience and Skills Desired:

Must be at least 18 years of age; graduation from high school or age appropriate with this level of schooling; previous computer experience and clerical/administrative related work; working knowledge of computer practices and procedures; familiarization with Microsoft Word, Excel, Outlook, Power Point, social networking media (i.e. Facebook, Twitter, etc.) and ability to learn others (i.e. New World accounting/payroll software, When2Work scheduling software, Attendance Enterprise time clock system/software, REACH facility announcement software, RecTrac recreation software, etc.)

Contact Information

Interested applicants should submit an application to The City of University City, 6801 Delmar Blvd. Human Resources, University City, MO 63130. You may download the application at www.ucitymo.org or pick one up at the Human Resources Office at the address above.

The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.