



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA JOB DESCRIPTION

Job Title: Lead Inclusion Specialist – Hopkinton

FLSA Status: Full Time Hourly-Seasonal

Reports to: Director of Inclusion

Leadership Level: Leader

Creation Date: 1/2024

Primary Function: Youth Development

Primary Department: Hopkinton

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit charitable organization committed to strengthening community through youth development, healthy living and social responsibility. This position collaborates with teams from the MetroWest YMCA and other partners as well as families to identify and support individuals and families who may require special and individualized assistance at the MetroWest YMCA Hopkinton Summer Camp. The Lead Inclusion Specialist focuses on providing consultations with caregivers, observations, direct support and supervision of Inclusion/Behavior Specialists at Hopkinton Day Camp, concrete strategies and tools to Y staff and serves as a Y liaison for children and their families in coordinating care and interventions with other support services. Desired personal qualities include understanding and open-mindedness, flexibility, warmth and a passion for working with children and families, both independently and in a team environment.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

ESSENTIAL FUNCTIONS:

1. Lead Inclusion efforts at the Hopkinton Summer Camp, in consultation with the Director of Inclusion.
2. Develop and oversee implementation of positive behavior plans for individual children as needed. Coach and model for staff and family members on the use of individual strategies and monitor the use of strategies over time.
3. Demonstrate a knowledge and understanding of child development to provide staff with coaching, guidance, and implementation of SEL curriculum support as needed for age appropriate "classroom management" best practices.
4. Provide resources and referrals as needed to assist individuals and families with both simple and complex needs in collaboration with local community providers.
5. Develop and maintain positive, open communication between individuals, families, partners, and Y team members.
6. Foster and maintain positive relationships with individuals, families, and other staff. Model positive reinforcement and relationship building skills in all interactions.
7. Provide direct support and coverage as needed and appropriate.
8. Work well independently and on a team.
9. Oversee and monitor program activities to ensure they are culturally relevant, developmentally appropriate, and consistent with guidelines and priorities for the Y and DPH.
10. Complete YMCA administrative tasks as assigned.
11. Follow YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, emergencies, and safety and cleanliness standards.



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LEADERSHIP COMPETENCIES:

- Communication & Influence
- Program/Project Management
- Developing Self & Others
- Engaging Community
- Inclusion
- Collaboration

QUALIFICATIONS:

- Bachelor's degree in related field required, and committed to ongoing professional development.
- At least five years of experience with high needs children in group settings including early learning centers, after school programs, summer camps, and teen programs.
- Compliance with DPH (Department of Public Health) regulations.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Flexibility to work with each age group at the camp as needed and appropriate.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.
- The employee needs sufficient strength, agility, and mobility to perform essential functions, to safely engage with children, and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing this job's duties, the employee is regularly required to use a computer for extended periods of time and communicate using a computer and phone/smart device.

SIGNATURE:

I reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____