

# CARMEL/CLAY BOARD OF PARKS AND RECREATION

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Inclusion Program Supervisor
<b>DIVISION:</b>	Recreation & Facilities
<b>REPORTS TO:</b>	Recreation Services Manager - Programming
<b>FLSA STATUS:</b>	Non-Exempt, \$16.83 - \$19.23 per hour

---

### **Purpose of Position:**

The purpose of this full-time position is to assess, develop, design and implement programs for individuals with disabilities and provide inclusive services for all people in the Carmel/Clay community. This position requires the application of specialized therapeutic training to formulate and administer broad delivery of recreation services for individuals with disabilities without exclusion. Other duties include supervising, directing and monitoring the activities of assigned part-time, seasonal, and/or contractual inclusion staff.

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Develops, plans, implements, coordinates and evaluates exemplary and innovative inclusion and adaptive programs for people with disabilities utilizing trends and community input data.
- Oversees swim lessons, swim team, and American Red Cross programming.
- Recruits, hires, trains, schedules, supervises and evaluates part-time and seasonal recreation programming staff.
- Establishes partnerships with community organizations to foster inclusion and adaptive education and disability awareness.
- Serves as CCPR's ADA Coordinator to assess and make ADA recommendations to all ADA requests for CCPR.
- Uses excellent customer service skills to establish and maintain effective working relationships with other employees and all members of the general public.
- Collaborates with other Recreation Program Supervisors to provide and promote a well-balanced offering of programs for the community.
- Administers programs within adopted budget guidelines while following budgeting and purchasing procedures.
- Responds to public inquiries, suggestions and complaints. Informs management as necessary.
- Prepares and evaluates accurate and timely programming data for assigned area.
- Responsible for preparation and dissemination of promotional materials, including seasonal program guides, flyers and posters in coordination with Marketing.
- Communicates information about programs, special events, facility memberships, admission rates and department policies and procedures to the public in a polite and effective manner.
- Enthusiastically and thoroughly completes projects as assigned by supervisor.
- Behaves as a role model by leading and promoting recreation, inclusion and wellness.

## Carmel/Clay Board of Parks & Recreation • Aquatics Program Supervisor

- Enforces applicable rules and regulations with program participants and facility users.
- Maintains a safe and clean work environment.
- Reliable attendance and timeliness to scheduled shifts.
- Attends meetings as required.

### **Knowledge, Skills & Abilities Required to Perform Essential Job Functions:**

- Knowledge of the principles, practices and techniques utilized in planning, organizing, and implementing inclusion and adaptive programs, events, and activities.
- Ability to work effectively with people with disabilities.
- Knowledge of the recreation needs of persons with a disability without exclusion.
- Knowledge and/or training in the area of therapeutic recreation, inclusion, and community recreation.
- Ability to modify and adapt recreation activities to meet participants' interests and needs.
- Ability to observe participant behavior and progress and to report on it accurately.
- Knowledge of supervisory methods and techniques; ability to organize and supervise part-time and seasonal employees.
- Knowledge of the Americans with Disabilities Act (ADA) as it relates to the inclusion of individuals with disabilities in recreation activities.
- Ability to assess people and varying situations, and act accordingly.
- Ability to work a varied schedule including days, evenings, and weekends.
- Ability to work independently and efficiently without routine supervision.
- Ability to compile, review, classify, prioritize, analyze and present data.
- Ability to operate a personal computer utilizing word processing, database management, desktop publishing and other software applications as may be necessary to perform essential job functions.
- Ability to work while standing or walking for long periods of time.
- Ability to positively adhere to and enforce Carmel Clay Parks & Recreation policy and procedures; implement emergency plans.
- Ability to positively promote the image of Carmel Clay Parks & Recreation.
- Ability to communicate effectively orally and in writing; ability to give and understand oral and written instructions.
- Ability to work in indoor and outdoor environments that may include extreme heat, humidity, and cold.
- Ability to operate a motor vehicle to conduct work activities.

### **Qualifications Required to Perform Essential Job Functions:**

- Bachelor's degree or master's degree in recreational therapy or a related field (Special Education, Psychology, Social Work, Speech Pathology, Occupational Therapy, Physical Therapy, Arts Therapy, Dance/Movement Therapy, Drama Therapy, Music Therapy or Recreation Administration)
- NCTRC (National Council for Therapeutic Recreation Certification) or comparable certification (CDMS, LCWS, BCS, COTA, DPT, ATR, R-DMT, RDT, BCMT,) within six (6) months of employment.

Position Description Last Reviewed and/or Revised: 07/2021

Approved by: Kurtis Baumgartner, Assistant Director

Carmel/Clay Board of Parks & Recreation • Aquatics Program Supervisor

- Minimum of three years inclusion experience in a community setting preferred.
- Must possess and maintain American Red Cross certification in Cardiopulmonary Resuscitation Professional Rescuer (CPR-PR), AED and First Aid within 60 days of hire.
- Must possess and maintain a valid Indiana driver's license within 60 days of employment.
- Or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.

**Must Complete Prior to Starting with Carmel Clay Parks & Recreation**

- Must pass a background check that encompasses national, state and local searches.
- Must pass pre-employment drug test.

*The Carmel Clay Board of Parks & Recreation is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board will provide reasonable accommodation to qualified individuals with disabilities.*