



JOB DESCRIPTION
Inclusion Coordinator

QUALIFICATIONS:

1. At least 21 years of age
2. At least three years Resident Camp experience or equivalent
3. Experience in the mental health, social work, or similar field.

Supervised By:

1. Camp Director
2. SARRC Supervisor

SPECIFIC RESPONSIBILITIES:

1. Work with Unit Heads and counseling staff to design modification's to camp programs and activities in order to accommodate all campers in an inclusive environment.
2. Participate in SARRC trainings before the start of the summer. Either in person trainings, or webinar trainings provided by SARRC.
3. During staff week and throughout the summer provide insight, training and support to counselors, specialists, and Unit Heads on inclusion, ASD (autism spectrum disorder), and other disorders.
4. Assist counseling staff with the special needs of their campers and support them to solve problems. Be available to help them resolve issues concerning campers, staff, or administration members.
5. Maintaining parent contact before, during and after camp regarding preparation for the summer, feedback during the summer, and follow up at the end of the summer.
6. Observing and interacting with campers who have special needs during the camp program to maintain a level of familiarity with each one.
7. Document all aspects of the inclusion program and maintain ongoing written accountability regarding information gathered, anecdotal notes, scheduling, and programming, outside contacts, responsibilities, and follow ups.
8. Create and implement behavior contracts for specific campers that may benefit.
9. Provide short and long term support for staff members of campers with special needs.
10. Model and advocate acceptance and understanding for all campers and staff.
11. Being involved with the camp crisis management plan, and maintaining joint responsibility for the health and safety of the camp.

12. Confer with the Director or Assistant Director, and the SARRC supervisor about campers with special needs when necessary.
13. Participate in all Administration staff duties at camp.
14. Attend and participate in administrative meetings as scheduled. Discuss and advocate for campers and staff when necessary and appropriate.
15. Meet with counseling staff on individual and group level on regularly scheduled basis (Be aware of the some staff that may require more 1:1 meetings).
16. Evaluate counselor's performances mid-point and at the conclusion of each session; in writing and verbally to the Assistant Director and Director.
17. Abide by and enforce all camp policies.