



Marilyn and Marvin Simon Family Jewish Community Center

Kids Connection Program

After School Inclusion Specialist Job Description

General Function:

As a member of the Simon Family JCC Kids Connection Department, the After School Inclusion Specialist will be responsible for working with children ages 5-12 years in a nurturing and safe after school setting. The After School Inclusion Specialist will deliver the highest level of programming to all participants. The primary responsibility will be supporting and enhancing the experience of children with social, emotional, academic or behavior needs.

Requirements:

- **Must be 18 years of age or older**
- **Bachelor's Degree in Special Education or equivalent**
- **Six months previous child care and special education or related experience**
- **Excellent communication/interpersonal skills**
- **Team player who is motivated, enthusiastic, and interacts well with children and adults**
- **Computer skills necessary**
- **Infant Child and Adult CPR/AED Certification**

Job Segments:

- **Responsible for attendance and safety of all Kids Connection participants.**
- **Must develop positive nurturing relationships with all participants.**
- **Must maintain standards set forth by the Virginia Department of Social Services in all areas of programming.**
- **Follow all safety, First Aid and CPR**
- **Provide a clean, safe, and well-maintained environment for all participants.**
- **Plan and implement programming and accommodations when appropriate to promote inclusive supporting environment**
- **Maintain paperwork and track goal data when requested for specific children.**
- **Facilitate friendships, encourage participation and assist with academic, social and behavioral concerns of students**
- **Communicate with a child's family, school staff and support workers when appropriate to create collaborative team approach to success and enjoyment**
- **Attend all scheduled JCC meetings and participate in JCC programs as necessary.**
- **Accept any other responsibilities assigned by the Director of Children & Family Programs and the Inclusion Coordinator.**
- **Promote the JCC mission and vision in all programming areas.**