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## ***Member Inclusion Specialist Job Description***

- Purpose:** This Member Inclusion specialist position is responsible for the inclusion and care of our members with special or unique needs. Creating and maintaining a positive learning environment to encourage the inclusion of all members. This individual will be facilitating intake process for new members, educate staff on each member maintain the sensory room and work towards full inclusion of all members.
- Responsible To:** Boys & Girls Club Unit & Programs Director
- Payment Rate:** \$8-\$10 / hour (based on experience)
- Qualifications:**
- Communication Skills: Ability to dynamically offer inclusion and sensory sensitive space for members ages 5-18. Ability to speak effectively when addressing individuals and working with children with special or unique needs.
- Education and Experience: Some education or experience or training in related field with youth with special or unique needs; must pass a criminal background check. CPR/First Aid/Universal precautions certified. Must have or be willing to obtain.
- Technical Skills: Basic understanding around computer programs and tablet electronic devices; should feel comfortable viewing emails, calendar schedules.

**Essential Duties:**

1. Create and maintain a positive learning environment, encouraging the inclusion of all members.
2. Facilitate an intake process for new members with special or unique needs.
3. Maintain sensory room space, manipulatives and equipment.
4. Work with staff to inspire and enable full inclusion of all members in all areas within the Boys & Girls Club program.

**Competencies:**

**Attendance/Punctuality:** Demonstrates reliability by regularly arriving to work on time and by taking breaks in expected time frames.

**Customer Service:** Strives to maintain positive internal and external customer service relationships; Represents FFY professionally.

**Diversity:** Treats others with respect and consideration regardless of their cultural background, status, lifestyle, or position; Exhibits objectivity and openness to others views.

**Initiative:** Prioritizes and plans assigned activities; Uses time efficiently; Asks for and offers help when needed; Informs supervisor of problems or concerns.

**Organizational Support /Ethics:** Demonstrates support for Foundation for Youth's Mission and Vision; Follows Boy's and Girl's Club policies and procedures.

**Safety and Security:** Demonstrates support for Foundation for Youth's safety manual procedures; Uses equipment and materials properly.

**Teamwork:** Demonstrates team behavior and willingness to promote a team oriented environment; Exhibits cooperative attitude while working on all job tasks and willingly assists others; Performs other duties as assigned.