



# Kishwaukee Special Recreation Association Inclusion Companion Position Description

**JOB IDENTIFICATION:**

**JOB TITLE:**

Inclusion Companion

**DEPARTMENT:**

Special Recreation

**HOURLY:**

This position receives an hourly rate of pay and is assigned to work less than 1,000 hours from the employee's start date to the employee's anniversary date and less than 25 hours per week or as needed per program specifications.

**SALARY/SALARY RANGE:**

NA

**FLSA:**

Non Exempt

**BENEFITS:**

NA

**SUPERVISORY RELATIONSHIPS:**

**DIRECTLY REPORTS TO:**

KSRA Executive Director, Member Park District

**RESPONSIBLE FOR DIRECTLY SUPERVISING:**

Activity Participant

**JOB PURPOSE:**

Inclusion Companions accompany individuals with disabilities who participate in member park district programs. Companions reinforce the Recreation Leaders' instructions, encourage peer interaction between people with and without disabilities and emphasize the fun of recreation.

### **POSITION QUALIFICATIONS:**

1. Must have the ability to work independently with direction from the KSRA Executive Director and to work as part of the member park districts programming team.
2. Must demonstrate confidence in ability to interact with various age groups and various ability levels.
3. Demonstrate an attitude of enthusiasm and commitment in providing recreation opportunities for individuals with disabilities.
4. Successful completion of a criminal background check.
5. Graduation from a high school or GED equivalent.
6. Minimum of two (2) years' experience working with people with different abilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist with the Inclusion participants in the member park district recreation programs.
2. To include the individuals with disabilities in all program activities while providing any necessary adaptations and to initiate active involvement by participant in program activities.
3. To assist park district staff in creating adaptations to existing programs in order to promote accessibility and accommodations for the individual with a disability.
4. To facilitate and encourage social interaction between individuals with disabilities and their peers.
5. Assist the Program Supervisor with identifying strategies or tactics for resolution of a participant's undesired behaviors.
6. Assist the Program Supervisor in developing and implementing a behavior management program that promotes a positive outcome.
7. Act as an advocate for participants and to emphasize the individual's abilities and similarities while de-emphasizing differences.
8. To assist with participant's personal care (feeding, toileting) when deemed necessary and appropriate by the member park district and KSRA.
9. To communicate all incidents/accidents involving the Inclusion participant from the program to the proper member park district's representative and to the KSRA Executive Director.
10. Maintain communication and quality customer services towards participants, parents, staff, general public and agency contacts as a representative of the member park district and KSRA.
11. Assist in overall implementation of program that may include obtaining equipment, supplies, program set-up/clean-up and interaction/supervision of all program participants.
12. Attend scheduled orientation, meetings, and training sessions upon request.
13. Maintain confidentiality regarding participant information.

14. Complete any necessary documentation and paperwork as assigned by supervisor.
15. Report all problems or concerns to the Program Supervisor and KSRA Executive Director.
16. Be aware of and use proper safety precautions for participants, staff and volunteers.
17. Participate fully and learn new skills.
18. Other duties as assigned by the member park district and KSRA.
19. Arrive at program site 15 minutes before scheduled activity and be prepared to stay after program for clean-up and parent pick-up.

**COMPETENCIES:**

**COLLABORATION:**

Promotes and supports work teams and groups.

**RELIABILITY:**

Performs responsibilities dependably and accurately, fulfills promised actions.

**RESPONSIVENESS:**

Focuses on the customer, winningly helps others and provides prompt service.

**ASSURANCE:**

Conveys trust and inspires confidence.

**EMPATHY:**

Deals with individuals, appreciates their differences, handles emotions and shows compassion for others.

**SELF CONFIDENCE:**

Recognizes the contributions of others and is conscious of own ability.

**INITIATIVE:**

Begins and follows through energetically with plans and tasks.

**COMMUNICATION:**

Shares information, listens to what others are saying.

**ADAPTABILITY:**

Makes decisions and solves complex problems.

**PHYSICAL DEMANDS:**

**PHYSICAL EFFORT:**

Inclusion Companions must, with or without reasonable accommodations, be able to perform the following functions:

1. Gather, load, transport and set-up equipment and supplies for activities.
2. Supervise individuals, including at times the use of physical restraints.

3. Physically assist individuals in wheelchairs by pushing, pulling or providing stabilization on unknown terrain.
4. Physically transfer individuals from wheelchair to chair, into and out of vehicles, from pool deck into pool, in washroom facilities, etc.
5. Active participation in programs.

**WORKING CONDITIONS:**

The employee may be exposed to outdoor elements. These conditions include lightning and temperature.