

ADAPTIVE & INCLUSION COORDINATOR

General Statement of Duties

To provide programs, events and services to the underserved populations in Kernersville's service area. To provide leadership and guidance to the Town of Kernersville staff in relation to the Americans with Disabilities Act (ADA). Produce and maintain leisure programs and event offerings, programming budgets, and secure resources toward the goals of the Department. Develop, implement, and update departmental & Town policies, procedures, and plans to meet ADA law requirements and accessibility standards of Town facilities and services. Act as a liaison and resource to various entities servicing underserved populations.

Distinguishing Features of the Class

An employee in this class is primarily responsible for planning, coordinating and supervising a variety of programs and events for people of all ages, abilities, cultures, religions, races and genders. Work involves planning structured programs for individuals of varying abilities, conducting physical and sensory assessments, creating and recommending modifications to existing programs and services for improved inclusion and associated finances. Secondary responsibilities include coordinating and training of full-time employees, seasonal employees, and volunteers on inclusion, tolerant behaviors and appropriate language of those in marginalized & underserved populations. Must exercise extreme tact, courtesy and professionalism in daily contact with participants and the public. Independent judgment must be exercised within the scope of standard departmental operational procedures when dealing with complaints and ADA-focused claims. Work is performed under the regular supervision of the Recreation Program Supervisor and is checked by observation and reports. This position specializes in the administration of inclusion and adaptive service offerings within the department and the ADA coordination for the Town of Kernersville. Duties include review of Town facility design and policy as needed. The position will also review and update the Town's ADA transitional plan.

Illustrative Examples of Work

Instructs various programs and secures instructors or other contracted personnel.

Preforms/conducts training sessions for employees in relation to practices and procedures centered on ADA requirements and best inclusion practices

Identifies the community's needs for marginalized and underserved populations to determine appropriate activities.

Develops goals and objectives for the adaptive and inclusive services division based on user feedback and data.

Assists in budget preparation for inclusive and adaptive services.

Plans, organizes, promotes and supervises specialized events and programs for marginalized and underserved population groups

Conducts physical and sensory assessments.

Creates and recommends policy and procedure modifications to ensure ADA regulatory compliance.

Orders equipment; secures locations; recruits, trains employees and volunteers; prepares reports regarding program offerings, orders supplies.

Inspects the Town's facilities to determine accessibility and ADA compliance and provides related financial reports.

Assists in the development and execution of rules and policies to promote and provide inclusion.

Seeks alternative funding sources (grants and donations) for equipment and new program offerings

Acts as a department liaison and attends meetings with community civic/service groups that address the needs of marginalized and underserved populations.

Establishes and maintains working partnerships with neighboring municipalities, private entities, and non-profit groups in order to provide quality and limit duplication of the services offered to marginalized and underserved populations

Prepares and maintains reports and records.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of the principles, practices and policies of municipal recreation programs and activities.

Work requires considerable knowledge of current literature, trends and developments in the field of public and therapeutic recreation.

Must have the ability to understand cultural and economic diversity and associated trends and how it affects planning and procedures.

Knowledge of diagnostic-specific criteria related to emotional, behavioral, psychiatric, physical, cognitive, and developmental disabilities.

Knowledge of behavior management and de-escalation techniques.

Knowledge of Therapeutic Recreation modalities including experiential education, social skills training, communication skills training, independent living skills and community reintegration and inclusion.

Knowledge of adaptive recreation equipment and resources.

Knowledge of child development and developmental stages.

Knowledge of ADA laws and the principles of Universal Design.

Employee must have the ability to effectively plan and execute a year-round program of recreation activities.

Employee must have the ability to plan and coordinate the work of staff and volunteers.

Employee must have the ability to establish and maintain effective working relationships with

the general public, public/private sector contacts, and others.

Employee must have the ability to prepare reports.

Work requires the ability to perform daily administrative duties.

Work requires the ability to supervise and coordinate the usage of facilities.

Work requires knowledge of the occupational hazards and risks, and the application of necessary safety precautions set forth by established policies and procedures.

Physical Requirements

Must be able to physically perform the basic life operational support functions of balancing, stooping, kneeling, crouching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform work exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move.

Must possess the visual and mental acuity to compile and compute data, statistics, schedules, operate a computer terminal, proofread materials and read.

Desirable Education and Experience

Bachelor's degree in Therapeutic Recreation, Recreation Administration, Physical Education, or other closely related field with one (1) year experience; or an equivalent combination of education and experience.

Special Requirements

North Carolina Class C Driver's License

Certified Therapeutic Recreation Specialist (CTRS) certification

Licensed Recreational Therapist (LRT) certification

ADA Coordinator professional certification

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2021