



**Department:** St. Mary's County Recreation and Parks  
**Division:** Therapeutic Recreation  
**Position:** Inclusion Specialist  
**Position #:** 56700  
**Rate:** \$16.68 – 21.66/hr depending on qualifications  
**Job Location:** Administrative Office in Leonardtown and various program sites  
**Hours:** Varies based on program needs

### **Supervision**

*Supervisor:* Therapeutic Recreation Coordinator

*Supervises:* Therapeutic Recreation Aide

### **General Statement of Duties**

Assist the Therapeutic Recreation Coordinator in the identification of participants requesting accommodations, development of individualized accommodation plans and the implementation of those plans.

### **Essential Responsibilities**

- Lead the development, monitoring and implementation of participant accommodation plans.
- Provide information, support, and communication with parents and families.
- Request and maintain equipment and supplies necessary for the inclusion participants and the inclusion programs.
- Train all general program staff and specialized inclusion staff on individual plans and assist in general therapeutic recreation trainings for all staff.
- Assists the Therapeutic Recreation Specialist with conducting assessments on individuals with special needs for appropriate placement in programs; assesses participants skills and abilities.
- Complete progress reports and documentation as directed.
- Acts as a positive role model for the children and an advocate of inclusion in the community.
- Provide creative ideas to accommodate and modify activities and trips to encourage full inclusion within the community.
- Maintain accurate and confidential records of all assigned participants.
- Plan and lead specialized activities and events as directed.

### **Job Specifications:**

#### *Minimum Qualifications:*

- I 2 Year degree or 4 years of experience
- II 4 year degree in Special Education or related field / Certification as an ABA OR 5+ years of experience
- III 4 year degree in Special Education or related field / Certification as an ABA AND 3+ years of experience

#### *Required knowledge and skills:*

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet and related recreation registration software to complete a variety of administrative tasks with reasonable speed and accuracy.

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries and disputes.
- Communication – Considerable ability to effectively communicate complex ideas and proposals. Ability to listen and understand information and ideas presented verbally or in writing.
- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.

*Additional Requirements:*

An acceptable general background investigation to include a Federal, local and state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a CPS check.

*Physical Requirements:*

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

*Benefits to working for Recreation and Parks:*

- Voluntary benefits include a supplementary retirement savings plan and flexible spending account plans (dependent on working required number of hours) as well as employee assistance program.
- Health and sick leave benefits may be provided for positions working required total hours.
- Opportunities for advancement upon completing college coursework and gaining experience.

*Site Locations:*

TBD

*To Apply:*

Complete the Recreation and Parks application form found at [www.stmaryscountymd.gov/docs/jobapplication.pdf](http://www.stmaryscountymd.gov/docs/jobapplication.pdf)

*Contact:*

Crystal Haislip, Therapeutic Recreation Coordinator  
301-475-4200 x 1806 / [crystal.haislip@stmaryscountymd.gov](mailto:crystal.haislip@stmaryscountymd.gov)