

Inclusion Specialist – Levels 1 and 2

Job Title: Inclusion Specialist Intern (Level 1)

Department: Parks & Recreation – Summer Programs

Reports To: Camp Director and/or Recreation Program Coordinator

Position Purpose:

Supports the inclusion and behavioral needs of individual campers. Works under supervision to help implement strategies that promote success for campers with diverse needs.

Supervision:

Supports campers during transitions and activities. Receives direct guidance from the Camp Director or Inclusion Specialist Level 2. Does not supervise staff.

Essential Functions:

- Provide 1:1 or small group support to campers with accommodations or behavior plans
- Assist campers with transitions, peer interactions, and participation
- Use camp-approved tools like visuals, timers, or break strategies
- Support staff in understanding camper needs and modifications
- Observe and report camper progress or challenges to supervisors
- Document relevant support notes as directed
- Actively participate in daily swim with campers. All staff are required to be in the water and support camper safety and engagement. Must come prepared to swim every day.

Minimum Qualifications:

- Some coursework in special education, psychology, or related field
- Experience working with children with disabilities or behavioral needs
- Ability to follow direction, remain calm, and adapt quickly
- CORI/SORI clearance

Preferred Qualifications:

- Camp, afterschool, or school-based work experience in youth support roles
- Desire to pursue a career in inclusion or youth services

Certifications/Requirements:

- CPR and First Aid (free certification offered)
- Attend all required staff training and work the full camp season

Pay Grade 3: Inclusion Specialist Intern (Level 1)

Hourly Rate: \$17.00–\$19.50/hour

Schedule:

Seasonal, non-benefited. Monday–Friday, 8:00 AM–4:30 PM, June–August. Must attend all trainings and full season.

Disclaimer:

Responsibilities may shift based on program needs. Employment is seasonal and subject to Town policies.

Job Title: Inclusion Specialist Level 2

Department: Parks & Recreation – Summer Programs

Reports To: Camp Director and/or Recreation Program Coordinator

Position Purpose:

Provides specialized support to campers with diverse needs. Oversees implementation of behavior and inclusion plans, supports Group Leaders and Counselors, and helps ensure a positive, safe, and welcoming experience for all campers.

Supervision:

Supports staff and works with campers receiving accommodations. Reports to Camp Director and/or Recreation Program Coordinator.

Essential Functions:

- Provide guidance to staff on implementation of inclusion and behavior support plans
- Support campers with 1:1 needs or accommodations, especially during transitions and group changes
- Collaborate with leadership on camper assignments, behavioral incidents, and parent communication
- Provide in-the-moment coaching and feedback to staff supporting inclusion
- Help model redirection, peer interaction support, and positive behavior tools
- Ensure all inclusion documentation and daily notes are up to date and stored properly
- Monitor camper safety, participation, and emotional well-being
- While swim participation is more limited for leadership staff, you may still be required to assist in or around the pool area as needed. Be prepared to support swim supervision.

Minimum Qualifications:

- High School Diploma or equivalent, plus some college-level coursework in special education, psychology, or related field
- 3+ years of experience in education, human services, or recreational inclusion
- Experience supporting children with disabilities or behavioral needs
- Strong interpersonal, de-escalation, and observation skills
- CORI/SORI clearance

Preferred Qualifications:

- Associate's Degree or higher in special education, psychology, or related field
- Experience writing or implementing inclusion support plans in a school or camp setting

Certifications/Requirements:

- CPR and First Aid (free certification offered)
- Must attend all required staff training and work the full camp season

Pay Grade 7: Inclusion Specialist Level 2

Hourly Rate: \$23.00-\$26.00/hour

Schedule:

Seasonal, non-benefited. Monday–Friday, 8:00 AM–4:30 PM, June–August. Full attendance at training and season required.

Disclaimer:

Responsibilities may shift based on program needs. Employment is seasonal and subject to Town policies.

EEO Statement:

The Town of Sudbury is an Affirmative Action/Equal Opportunity Employer and considers applicants for all positions without discrimination on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, ancestry, marital status, veteran status, or any other legally protected status.