

California State University, Fresno Foundation

COMMUNITY INCLUSION COORDINATOR – WAYFINDERS

JOB ANNOUNCEMENT #24-613

POSITION SUMMARY:	<p>Full-time, benefited position with Wayfinders through the California State University, Fresno Foundation. Wayfinders at California State University, Fresno is an inclusive postsecondary program for young adults with intellectual/developmental disabilities. The Wayfinders Program falls under the Kremen School of Education and Human Development and is funded through California State University, Fresno Foundation. This position reports to the Executive Director of Wayfinders and will work independently to provide direct student support for the Wayfinders Program. The job duties will be varied, requiring an individual who is self-motivated, creative, efficient, and knowledgeable about post-secondary education for students with intellectual disabilities.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Executive Director of Wayfinders, the Community Inclusion Coordinator will be responsible for the following. Essential duties and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • <u>Leadership</u>: Supervise students, coaches, interns and other volunteers. Educate coaches, interns and students on activities in community, and community events. • <u>Strategic Planning</u>: Assist in planning for and implementing community resources/activities to benefit students; follow progress of graduates to assist in establishing best practices in higher education and program modification needs. Conduct external evaluations for large trends and create action plans around those trends and the impact to the program. • <u>Communications</u>: Interact effectively with students, staff and faculty. • <u>Technology</u>: Demonstrate awareness of technology sufficient to assist students in their activities of daily living, with communication, and managing life situations. • <u>Functional Oversight Management</u>: Manage scheduling, ensure adherence to student goals and meet attendance and report requirements for grants and outside agencies (including CVRC). <p>Major Duties:</p> <ul style="list-style-type: none"> • Oversee the student activities portion of the program. • Assist student’s research and plan program of activities for student to participate in. • Assist students with budgeting, money management as it relates to activities and social life constructs. • Understand the concepts of person-centered planning and universal design in instruction and utilize in planning and to direct teaching. • Teach and oversee the weekly Health and Wellness Workshops. Be knowledgeable about the latest trends in the field of nutrition and exercise and implement as needed. • Teach and oversee the PEERS curriculum and Social Interaction Workshops. • Teach and support students with transportation training. Must be familiar with bus routes in Fresno and Clovis. • Meet with students on an ongoing basis to discuss interests, hobbies and activities that they would like to try out and participate in. Conduct follow up meetings with students. Meet with students to support them to plan and implement activities in their free time. • Build and maintain relationship with campus student body organizations. • Research activities on campus, in the community as well as potential volunteering opportunities arising from student’s interests and needs. • Liaise with Residential Coordinator and other coordinators for on-going activities on campus and in the community. • Liaise with community organizations and agencies to support our students’ integration and inclusion within it. • Recruit and oversee peer mentors for students. Develop, maintain and track expectations and hours for peer mentors. • Assist the Transition Coordinator, monitor & track graduates for a given period of time, gathering longitudinal data.

	<ul style="list-style-type: none"> • Coordinate meetings with interns, activities coaches and peer mentors assigned to aid with activities on evenings/weekends. Draw up plan of action/schedule of potential activities/outings. • Arrange and participate in planning of special events. • Accompany students to a variety of activities as needed. Cover for absentee coaches as needed. • Oversee and manage students' participation on volunteering and Special Olympic opportunities. • Work closely with the Transition Coordinator to take on excess transition fairs and recruitment events as needed. • Utilize Therap to monitor & log student progress and highlight student behaviors. • Complete student quarterly reports. • Maintain confidentiality of all pertinent matters relating to personnel, students and faculty. • Respond to emergency situations as needed in collaboration with Wayfinders staff. Address and resolve issues that threaten the health, safety and continued independence of the students. • Other duties may be assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor's degree in Recreational Administration, or Kinesiology with strong experience or Master's degree. • Three (3) years-experience working with young adults with intellectual disabilities in a recreational capacity • Demonstrated project management and supervisory experience • Knowledge of general office procedures and practice • Ability to multi-task and meet deadlines in a fast-paced environment while maintaining a high level of accuracy • Proficient computer skills • Ability to maintain a high level of tact, diplomacy and confidentiality • Ability to work effectively with a diverse population • Outstanding written, oral and interpersonal communication skills • Effective skills in interpreting and communicating procedures, policies, information, ideas and instructions of both private and government agencies • Ability to manage aspects of program budget, as well as to reinforce student understanding of budget process • Utilize critical-thinking and problem –solving skills while working with students and personnel • Demonstrate excellent organization skills • Must possess a valid driver's license, reliable vehicle, and valid insurance as travel may be a requirement of the position.
SALARY/BENEFITS:	\$4,681.79 per month (\$56,181.48 annual). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins <u>May 23, 2024</u>. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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