



Program Group Leader

Included is a nonprofit focused on the neurodiverse community aged 13-21, the typical range of high schoolers in this community, providing a space that allows for recreational and practical ways to apply the skills they are likely learning in therapies attended.

It is important that the person applying for any role at Included has a high passion and devotion to creating a better world for those in the neurodiverse community- this includes any support personnel to the neurodiverse.

At Included, we are building a community and the community will start with you.

Must haves:

- *Be willing to participate in all meetings and as many events as possible*
- *Be willing to engage your network, as appropriate, to further the mission of Included*
- *Be willing to participate in all fundraising efforts*
- *Be ready to work consistently with a team and support the best idea/plan*

Listed below are the duties for a Group Leader. This list is not all inclusive

As a Group Leader for InCluded, you will be expected do the following:

- Manage an area of InCluded daily programs, interacting directly with participants and caregivers on a daily basis
- Identify and report program development needs to the Program Manager that support the organization's mission, vision and goals
- Provide clear instructions, guidance and assistance to group participants to ensure the program participants receive quality and effective care
- Utilizes a client relationship management (CRM) or another system to organize and record information related to daily activities. Additionally, you will document any information related to potential donors or funding resources and conduct outreach initiatives as directed by the Program Manager
- Document daily notes for participants
- Communicate with appropriate staff to assist with coordination of participant behavioral de-escalation
- Collaborates with Program Manager to ensure that special events publicize the organization and its programs to the community and supports its goals

- Preferred applicants are deadline-driven team players with outstanding multitasking abilities and be committed to InCluded's mission
- Preference will be given to those who have worked as or majored in any of the following professions
 - Business Administration
 - Childcare
 - Communications
 - Nonprofit management/administration
 - Public relations

Qualifications

The Group Leader should have a high school diploma and 1-2 years of experience. However, experience is not required, we are willing to train.

This position will report to the Program Manager.