

Thurston County Inclusion Executive Director

Founded in 2019, [Thurston County Inclusion's](#) (TCI) mission is to provide opportunities for youth with and without disabilities (ages 5 to 21) to create, build and strengthen relationships that will last a lifetime. Our core programming is a free summer camp that runs once per week throughout the summer time. We have also begun to offer free monthly activities, such as bowling, laser tag and holiday parties. In the past three years, we have steadily increased our offerings due to increasing demand and interest in our activities. In 2023, we anticipate serving 350 Thurston County youth with the support of 75 volunteers. We currently have two employees: our Co-Founder and Executive Director, Natalie and our Director of External Affairs, Kaela. That being said, we are a small organization! Our total annual revenue and total annual expenses are each about \$30,000. Our major source of revenue is from a grant from the DDA, which provides the funding for our two paid positions. This grant is up for renewal in Fall 2023. Our other sources of funding include monetary donations, sponsorships, and item donations. This is all to say that Thurston County Inclusion is a growing, small organization. We are looking for someone who is passionate about creating opportunities for youth with and without disabilities and dedicated to our mission.

The organization is led by a 10-member Board of Directors with diverse skills and experiences. Board members include special education teachers, individuals with intellectual disabilities, parents of youth with disabilities, high school students and community members. Alongside the Board of Directors, the Executive Director will develop and implement program activities as well as ensure funding is available for these activities. Responsibilities include:

- Responsible for lead and implementation of TCI's programs that carry out the organization's mission.
- Responsible for maintaining a safe program environment for all participants and volunteers at TCI sponsored events.
- Responsible for leading TCI in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Responsible for fundraising and developing other revenues necessary to support TCI's mission.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible effective administration of TCI day-to-day operations.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance TCI's Mission.
- Anything Else Necessary for the Operations of TCI*

Overall, the Executive Director is at the heart of our organization. While this is hardly a full-time position, we believe the hours paid are sufficient for our current programming needs. That being said, there are many avenues of growth for Thurston County Inclusion. Possible new programming could include more camp sessions, a week-long summer camp, more frequent

*This position description is designed to outline primary duties, qualifications and job scope. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.

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activities in the school year, etc. The Board of Directors will support the new Executive Director in finding additional grant funding for their salary if it is deemed necessary and aligns with the TCI mission.

Our top priorities for hiring for this position are:

- Someone passionate about our mission
- Someone with a vision on how TCI can grow and reach more people
- Strong leadership skills

Minimum Requirements:

- High School Diploma or GED
- Pass a background check
- Commitment to inclusion of people with intellectual disabilities
- Experience working with children and/or young adults
- Excellent communication skills
- Strong leadership skills
- Demonstrated organizational skills
- Proficiency in Google Suite
- Willingness to learn & work in a team environment

Location: Lead all Thurston County Inclusion events. TCI Events are listed [here](#). In the future, this position is able to select dates/times of events that work for them. Our summer camp is on Thursdays from 2 - 4 PM and Fridays from 8 AM to 3 PM at Centennial Elementary School. All other work is done remotely.

Application: Position is opened until filled. We will begin reviewing applications on Monday, June 12th. Please send your resume and a cover letter to natalie@thurstoncountyinclusion.org.

Hours & Compensation:

This is a part-time position. Pay is \$25 per hour, excluding tax deductions (actual hourly pay will be less). You can expect to make about \$7,000 per year. The number of hours per month varies depending on the number of TCI activities. These numbers are subject to change depending on actual hours needed and grant funding. This position is funded through a DDA Grant that is up for renewal in Fall 2023 and there may be a possible increase in hours for 2024.

2023 Hours:

July - 50 hours

August - 50 hours

September - 15 hours

October - 15 hours

November - 15 hours

December - 15 hours

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Anticipated (but not yet confirmed) 2024 Hours:

January - 20 hours

February - 20 hours

March - 20 hours

April - 20 hours

May - 35 hours

June - 35 hours

July - 50 hours

August - 50 hours

September - 15 hours

October - 15 hours

November - 15 hours

December - 15 hours

Equal Opportunity Employer: Thurston County Inclusion is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Thurston County Inclusion makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Questions: Any and all questions can be directed to Natalie, natalie@thurstoncountyinclusion.org or 360-329-2793.