



POSITION DESCRIPTION CHILDREN'S MINISTRY SPECIAL NEEDS COORDINATOR

Approved: 1 March 2017 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A	WSFC Employment Category: Regular, Part-Time – 10 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Administrative Director
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SUMMARY

The Children's Ministry Special Needs Coordinator serves the body of West Shore Free Church by creating and implementing an effective ministry to special needs children and their families in Awesome Adventure.

QUALIFICATIONS

Ministry Specific

- Formal education, training and experience in preschool or elementary age special education required.
- Passion for children's ministry and special needs children and their families
- Experience in children's ministry and curriculum adaptation
- Strong skills in building relationships, supervising, recruiting, training, and scheduling volunteers
- Works well within a team environment
- Ability to be flexible on a regular basis
- Skilled in oral and written communications
- Detail-oriented and service minded
- Manifests good character, wisdom, and discerning judgment
- Ability to work well and graciously under pressure
- Proficient in Microsoft Office and personal computer skills, including data entry and ability to learn and use church database software, online files and documents

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible personal profession of faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision Frame (our Mission, Values, Strategies, and Measures), as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.

RESPONSIBILITIES

- Become acquainted with the special needs children within the Awesome Adventure ministry.
 - Collect and maintain relevant information and records
 - Meet with parents to understand their needs better.
 - Learn who they are.



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- Observe them regularly in ministry settings.
- Identify and implement ways for both this position, and Awesome Adventure at large to minister more effectively to the entire family of special needs children.
- Work with all Awesome Adventure ministry area coordinators (Nursery, Preschool, and Elementary) to improve ministry to special needs children within their ministry areas.
- Train Awesome Adventure staff and volunteers on how to best serve the special needs children and their families.
- Work with the Awesome Adventure Volunteer Coordinator to communicate about special needs ministry church-wide and recruit volunteers (Adventure Guides) to work with special needs children.
- Create ways for Awesome Adventure children to better understand the special needs of their peers in order to build closer friendships with them.
- Build connections among families of special needs children to grow the ministry.
- Work closely with WSFC Pastor of Disabilities Ministry and the A-Team ministry to provide joint ministry opportunities for Awesome Adventure special needs families and A-Team families.
- Attend specified staff meetings and occasional staff training events as possible.
- Serve as a consultant to other children's ministries who are seeking to help improve their special needs ministries.

REPORTING RELATIONSHIPS

The Children's Ministry Special Needs Coordinator reports to the Children's Ministry Education Lead, who reports to the Children's Ministry Pastor.

WORKING ENVIRONMENT

Work is primarily performed in a classroom environment on Sundays and at the church or from home during the week. Attendance at weekly Awesome Adventure staff meetings is expected, if possible. Workdays include Sunday, and work hours will vary to meet ministry needs.