



## POSITION DESCRIPTION CHILDREN'S MINISTRY SPECIAL NEEDS COORDINATOR

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| <b>Approved:</b> 1 March 2017<br><b>IRS Worker Classification:</b> Employee<br><b>FLSA Classification:</b> Non-exempt<br><b>WSFC Ministerial Licensure:</b> N/A | <b>WSFC Employment Category:</b> Regular, Part-Time – 10 hours/week<br><b>WSFC Staff Category:</b> Support Staff<br><b>WSFC Hiring Approval Level:</b> Church Administrator |
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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 Children's Ministry (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 preferred
- 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 and growing personal faith in Jesus Christ.
- Affirm WSFC's Statement of Faith, Constitution & Bylaws and Mission, 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

- Create a Sunday morning environment in which special needs children can thrive, learn about Jesus, grow in relationship with Him and connect with their peers
  - Build relationships with the special needs children and their parents to determine what adaptations and support they need to succeed on a Sunday morning
  - Observe each child in ministry settings to tailor support effectively



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- Collect and maintain relevant information and records
- Recruit, schedule and train volunteers ("Adventure Guides") to work with special needs children
- Adapt curriculum as needed
- Equip the ministry with sensory items for the children as needed
- Train classroom teachers on how to support the children in their classes with special needs
- Maintain the sensory rooms to ensure they are tidy, organized and effective at providing a calming environment for children who need help managing sensory input
- Identify and implement ways for the church to minister more effectively to families of special needs children
- Train Awesome Adventure staff and volunteers on how to best serve children with special needs.
- Help typically developing children in Awesome Adventure better understand the special needs of their peers so they might build closer friendships with them
- Build connections among families of special needs children to grow the ministry
- Work closely with WSFC Disabilities Ministry Director and the A-Team ministry to provide joint ministry opportunities for Awesome Adventure special needs families and A-Team families
- Facilitate the inclusion of special needs children in Vacation Bible School
- Attend specified staff meetings and occasional staff training events as possible
- Network and consult with other children's ministries and leaders to learn, share and implement "best practices"
- Fulfill additional responsibilities as assigned

### **REPORTING RELATIONSHIPS**

The Children's Ministry Special Needs Coordinator serves under the general authority of the WSFC Elder Board and reports directly to the Children's Ministry Director.

### **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.