WEST SHORE FREE CHURCH

POSITION DESCRIPTION
NEXT GEN SPECIAL NEEDS COORDINATOR

Approved: March 1, 2017	**WSFC Employment Category:** Regular, Part-Time – 15 hours/week
IRS Worker Classification: Employee	**WSFC Staff Category:** Support Staff
FLSA Classification: Non-exempt	**WSFC Hiring Approval Level:** Church Administrator
WSFC Ministerial Licensure: N/A	

SUMMARY

The Next Gen Special Needs Coordinator serves the body of West Shore Free Church by creating and implementing an effective ministry to special needs children, teens, and their families in both Children's and Student Ministries.

QUALIFICATIONS

Ministry Specific

- Formal education, training and experience in preschool, elementary, and/or middle or high school age special education strongly preferred
- Passion for Next Gen ministry and special needs children/teens and their families
- 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 an environment in which special needs children/teens can thrive, learn about Jesus, grow in relationship with Him, and connect with their peers as part of Children & Student Ministries core programming.
    - Build relationships with the special needs children/teens and their parents to determine what adaptations and support they need to succeed during core programming
    - Observe each child as needed to tailor support effectively
    - Collect and maintain relevant information and records

  - Recruit, schedule and train volunteers ("Adventure Guides") to work with special needs children on Sunday mornings
  - 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
  - Meet with Student Ministry LifeGroup Leaders to monitor the discipleship of teens with special needs in their group.
  - Advise the Student Ministry team regarding appropriate accommodations/ adaptations for teens attending large group events (SNL's, retreats, etc.)
  - Oversee a smooth transition for special needs children and their families from Children's Ministry to Student Ministry and from Student Ministry to A-Team (WSFC adults with disabilities program)
- 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/teens
- Train Children's & Student Ministries staff and volunteers on how to best serve children with special needs.
- Help typically developing children in Children's & Student Ministries to better understand the special needs of their peers so they might build closer friendships with them
- Build connections among families of special needs children/teens to grow the ministry
- Work closely with WSFC Disabilities Ministry Director and the A-Team ministry to provide joint ministry opportunities for Children's & Student Ministries special needs families and A-Team families
- Attend specified staff meetings and occasional staff training events as possible
- Network and consult with other Children's & Student Ministries leaders to learn, share and implement "best practices"
- Fulfill additional responsibilities as assigned

REPORTING RELATIONSHIPS

The Next Gen 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. Weekly attendance at Children's Ministry staff meetings is expected, if possible. Occasional attendance at Student Ministry staff meetings and Next Gen staff meetings is also expected. Workdays include Sunday, and work hours will vary to meet ministry needs.