



PART-TIME (30 HOURS- Salary/Exempt) POSITION DESCRIPTION (Coordinator)

DEPARTMENT: Family Team
DATE: 11/29/2023

TITLE: Special Needs Coordinator
NAME:

MAJOR RESPONSIBILITIES AND PREDOMINANT TASKS

1. Partner with Kids & Student Ministry to provide inclusion for kids of all special needs birth up to 22 years old.
2. Recruit and train volunteers specific to the Special Needs ministry.
3. Connect with Special Needs families - this includes:
 - o Ensuring parent/guardians complete intake form on their child's diagnosis and needs
 - o Using Planning Center Online to schedule when families will attend weekend services
 - o Creating a smooth process for new families to have a 1-on-1 volunteer for weekend services
 - o Supporting them and caring for them in ways that are appropriate and unique to each family
 - o Adapt Weekend lessons to fit the needs of kids so they are included in activities and learning about Jesus on their level
4. Plan and execute Respite Care (Grace Space) and other events for special needs families.
5. Any other responsibilities assigned by the Family Pastor.

ORGANIZATION AND RELATIONSHIPS

The Special Needs Coordinator will report to the Family Pastor at Grace Community Church. This position operates at a team level with the Family Ministry Team, as well as the rest of the staff.

NATURE OF POSITION

This position will serve alongside the Family Pastor, Family Ministry Team, and other Grace staff where Special Needs Care is needed.

QUALIFICATIONS

1. A personal and growing commitment to loving Jesus, becoming like Jesus and sharing Jesus with others.
2. Strong Leadership qualities.
3. Strong commitment to volunteer ministry.
4. Ability to thrive in a team environment and recognize the need for collaboration.
5. Ability to develop and lead volunteers who in turn organize and lead the ministry.
6. Must be willing to live in healthy biblical community with others, modeling what he is coaching others to do.
7. Must be relationally warm and friendly, outgoing personality, with the ability to lead and create kind and loving environments for staff, volunteers and families.
8. Ability to see vision and create strategy and structure around the vision of the church.
9. Knowledge and background of special needs is a plus