

SPECIAL NEEDS COORDINATOR

JOB DESCRIPTION

OBJECTIVE:

The Childhood Special Needs Coordinator is a part-time, non-exempt position that is responsible for the development of a cohesive ministry that works successfully to minister to our Special Needs population (birth-adults) and their families. This position reports to the Childhood Pastor for daily work assignments and other duties as directed.

RESPONSIBILITIES:

1. Multiply leadership by raising up layers of volunteers; incorporating an attitude of investing/ministering to create a team atmosphere.
2. Recruit, schedule, train, develop and care for volunteers on teams in our Special Needs Ministry (birth-adults) for Sunday mornings, Wednesday nights, etc.
3. Coordinate with appropriate staff members, church ministries, etc. to provide ministry curriculum/materials, opportunities and partnerships for Special Needs groups and discipleship.
4. Work earnestly under the direct supervision and leadership of the Childhood Ministries Pastor toward global efforts and all events coordinated by Childhood Ministries such as: leader training, age-level and community events, VBX, Faith Path, outreach efforts, Family Worship, etc.
5. Explore opportunities for students and adults with special needs and creates awareness and partnerships for these families.
6. Ensure that Special Needs volunteers comply with Child Protection protocols, have been adequately trained, and follow all BHBC Policies and Procedures.
7. Other duties as assigned by the Childhood Pastor or Associate Director of Childhood Ministries.

Incumbent must enthusiastically support and embrace the vision for Childhood Ministries established by the Childhood Pastor. The incumbent should have an overflowing relationship with Jesus Christ and possess a servant's heart for service. A thorough knowledge of Childhood Ministry practices, Special Needs Ministry and applicable education is desired. Must have be willing to adjust schedule and adapt to changing needs of the ministry.