

Special Needs Coordinator Job Description
Calvary Church, St. Peters, Missouri

Effective Date: November 6, 2023

Title: Special Needs Coordinator

Classification: Part Time, Non Exempt

Benefits: As indicated in the Staff Employee Handbook

General Purpose: The Special Needs Coordinator position supports special needs children, students, and families during ministry programming on Sunday mornings, Wednesday evenings, and select special events in a way that is aligned with the Scriptures, statements of belief, and values of the church. The Special Needs Coordinator will accomplish this purpose through three major responsibilities:

1. Preparing materials for the sensory classroom
2. Recruiting, training and encouraging volunteers
3. Assisting the Children's Ministry Director

Reports To: Children's Ministry Director

Works With: Early Childhood Coordinator, Elementary Coordinator, Family Ministries Pastor, Student Ministries Director, Strategic Operations

Leadership Values:

- Models and protects the purity, unity, and faith of the congregation as outlined primarily in the Scriptures and secondarily in the Bylaws of the church.
- Champions the transformation and discipleship of lay leaders, both women and men, to live out the vision of the church.
- Shepherds the mission, vision, strategy, and outreach of the church so that all generations and all people have opportunities to live out their faith in Christ and share it with others.
- Practices clear, candid, appropriate, and timely communication with the church and staff.
- Demonstrates humility in public and private, in peace and conflict.

Key Responsibilities:

1. Prepare materials for the sensory classroom
 - Select, edit, and prepare weekly curriculum for sensory classroom application.
 - Prepare materials for buddies as needed.
 - Stock supplies, clean and organize toys for the sensory classroom.
2. Recruit, train, schedule and encourage volunteers
 - Recruit volunteers capable of assisting special needs children and students.
 - Train volunteers for special needs care, in general, and particular needs as necessary.
 - Schedule volunteers effectively for both Buddy and Sensory Classroom roles.
 - Encourage volunteers through recognition and celebration.
3. Assist the Children's Ministry Director
 - Lead Vacation Bible School special needs assignments through volunteer recruitment, supplies preparation and coordination, and volunteer appreciation.
 - Help maintain organization in the Resource Room.
 - Plan and coordinate at least one special event per semester for families with children with special needs.
 - Attend and assist with all church events as assigned, including family ministries events, trainings, and meetings.

Qualifications:

- Strong devotional life.
- Lives and works in accordance with stated Staff expectations.
- Ministry or educational experience required.
- Acceptance of biblical theology as outlined by the EFCA.
- Champions the vision of Calvary Church without hesitation.
- Warm, friendly, and engaging with young families
- Organized and able to handle administrative tasks
- Computer skills and willingness to learn
- Ability to work effectively with different teams within the church.
- Strong conflict resolution skills are necessary; able to take criticism that may not always be warranted, while pursuing peace as much as possible.
- Demonstrates humility and grace, with a willingness to accept responsibility for own failures and failures of Group leaders regardless of fault

Review:

Reviewed annually by the Transformational Ministries Pastor