

## Coordinator - Special Needs

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**Team:** Special Needs

**Reports to:** Director - Special Needs

**Status:** Part-time (approx. 20 hours per week); Non-Exempt; Sunday and evening hours are required.

### Position Summary Statement

This position requires a growing and mature Christian who will assist the Special Needs Director in the ongoing development of AAC's special needs ministry programming. This position's primary role will be to lead the Sunday Morning Kids Ministry in Special Needs but will support AWANA and Greenhouse as needed. Additionally, this position will assist with student/family intake and integration, as well as volunteer coordination and care.

### Responsibilities:

- Program Planning and Implementation
  - Lead out Sunday Morning Ministry with an every-other-weekend rotation.
  - Assist with organization of Sunday morning and midweek program ministry systems (Attendance Surveys, check-in, attendance tracking)
  - Assist with recruiting, training, and assigning volunteer teams in each area of ministry (children, youth, adults), as well as tracking training needs.
  - Assist in the development and management of volunteer teams responsible for setup and take down of program essentials for each Special Needs program
  - Assist with management of student support needs, including physical support during Sunday and midweek programming
  - Assist with developing and maintaining individualized programming accommodation plans for ministry participants to include visuals, social stories, visual schedules, incentive charts/plans
  - Modify and develop curriculum for children, youth, and adults
  - Responsible for all PCO requests and GRID Proposals
- Communication
  - Provide weekly communication emails to volunteer teams
  - Demonstrate the ability to effectively interact with ministry staff regarding areas of responsibility
  - Participate in ministry area weekly planning meetings as appropriate to Special Needs programming (Discovery Land, Students, and Adults)
- Volunteer Care and Team Building
  - Assist Special Needs Director in developing and providing quality training for volunteers
  - Assist in implementing a system of care (cards and visits) for students and volunteers experiencing loss or serious illness
  - Develop a system for facilitating ongoing volunteer appreciation and team building (quarterly volunteer appreciation updates to volunteer teams)
- Family/ Caregiver Care and Integration
  - Assist with intake and integration of families following the family onboarding process
  - Provide regular communication and encouragement to family members and caregivers while maintaining appropriate confidentiality and ministry boundaries
  - Event and campaign messaging and graphics
  - Coordinate Women's Bible Study for special needs moms/caregivers.



- Manage Rest and Connect Facebook Group
- Quarterly Ministry Updates
- Co-planning the following events:
  - Rest and Connect Family Events
  - Streets of Bethlehem: Early Access
  - Lifest Sensory Break Space
  - Special Needs breakout session at Encounter Women's Retreat
  - Night to Shine
  - Family networking group events
  - Other events as planned by the Special Needs Ministry

### **Position Requirements**

- Must have an active and growing relationship with Jesus Christ with a passion to see people grow in their relationship with Him
- Positive attitude, friendly and outgoing with a servant's heart
- Able to multi-task quickly and effectively
- Excellent organization skills with appreciation for details
- Proficiency in computer software - Word, Excel, Pages, PowerPoint
- Excellent oral and written communication skills
- Ability to easily learn additional programs or equipment (including church database and facilities software)
- Experience working with special needs students and/or adults preferred

### **Essential Physical Requirements:**

- Must possess mobility to walk extensive distances (3 miles minimum on programming days), climb stairs, get up and down from the floor, move quickly and be able to block escalating children from eloping, or causing physical harm to other children or volunteers
- Vision to read printed material and computer screens close and color vision
- Hearing and speech to communicate clearly in person
- Hand, finger, dexterity for frequent keyboarding needs as well as the ability to handle, feel objects and controls
- Minimum lifting requirements of 25 pounds

### **ORGANIZATION OVERVIEW**

Founded in 1932, Alliance Church is a Fox Cities-based church and member of the Christian and Missionary Alliance denomination. They have physical locations in Appleton, Hortonville, and Neenah as well as an online streaming experience for Appleton's Sunday services. Alliance Church exists to connect the world with God and one another. Committed to loving the local community, Alliance Church started a free-and-charitable health clinic and is grateful to partner with the many effective non-profits and churches that serve the Fox Cities. The church is made up of many different people from all generations and backgrounds, but united around God's love for the entire world. For more information, visit [alliancechurch.org](http://alliancechurch.org).