

# Special Needs Coordinator-Weekdays

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**Department:** Special Needs

**Reports to:** Director of Special Needs Ministry

**Status:** Part-Time (10 hours); Non-Exempt. Weekday evening hours required

## Position Summary Statement

This position requires a growing and mature Christian who under the direction and vision of the Alliance's Special Needs Ministry Director will collaborate with the other Special Needs Coordinators in the ongoing development and execution of Alliance's special needs ministry programming. This position will primarily work with children on Tuesday nights during AWANA and youth on Wednesday nights during Greenhouse.

## Responsibilities:

- Program planning and implementation
  - Lead Children's Special Needs Ministry toward strategic outcomes.
  - Oversee Tuesday and Wednesday programming for children and youth with special needs at the Appleton location.
  - Execute the Special Needs Children's ministry with excellence and with passion on a weekly basis.
  - Develop and maintain individualized programming accommodation plans for Tuesday and Wednesday ministry participants
  - Oversee setup, clean up, and implementation of Tuesday and Wednesday programming
    - Be responsible for clean, clutter-free, and organized classrooms and environments
  - Oversee management and implementation of children/youth support needs
  - Participate in weekly planning meetings as appropriate to Special Needs programming
  - Regular communication with families regarding their student's ongoing program needs.
  - Know weekly curriculum and provide resources that reflect its goals.
- Volunteer care and team building
  - Develop and provide quality training for volunteers
  - Provide weekly communication to Tuesday and Wednesday volunteer teams to encourage, build ownership, and skills to best disciple our children/youth (I.e., emails and One2One Volunteer Facebook group posts)
  - Invite, train, and empower volunteers to provide quality discipleship within Special Needs Miniseries
  - Empower, coach, and spiritually develop the volunteer leadership team of AC Special Needs Ministry while creating a healthy team culture of unity and God-glorifying excellence.

## 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

# STRATEGIC FRAMEWORK

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## VISION/PURPOSE

Connecting the world with God and one another.

## MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do.
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer.
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch.
4. Individual and corporate worship is critical to our spiritual health and relationship with God.
5. Our fellowship is focused on shepherding and caring for one another.
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact.
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people.
8. We will never lose sight of our vision.

## MINISTRY PHILOSOPHY

**Simple Purpose, Simple Church:** Our purpose is simple: Connecting the world with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

**Strategic and Effective:** We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

**Felt Needs First, Prescribed Needs Second:** We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.

**Come and See – Go and Be:** We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

**Healthy Relationships:** We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

**Servant Leadership:** We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

**Stronger Together:** We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

**Complementarian:** Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

**Healthy Leadership:** We are healthy, high capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

**Equip Future Leaders:** We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.