



## **SPECIAL NEEDS COORDINATOR**

### **POSITION DESCRIPTION**

**Direct Report:** Director of Emerging Generations

**Classification / Minister Designation:** Non-exempt / Non-Ministerial

**Part/Full-time:** Part-time (8-10 hours/week)

**Pay Range:** \$28-\$30/hour, based on experience

**Days/Hours:** Typically Monday - Thursday and Sunday; hours vary based on need

**Greenwood Mission Statement:** *Forming disciples who love Jesus and follow His way.*

#### **Position Summary:**

The Special Needs Coordinator will lead the development, implementation, and management of the Special Needs ministry. They will lead and facilitate the inclusion of individuals with special needs and their families in the community of the church. They will help increase awareness and advocacy for the larger special needs community within our spheres of influence as we live out the gospel.

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#### **Supervisory Responsibilities:**

- No direct reports

#### **Duties/Responsibilities:**

- Administrative:
  - Serve as liaison and coordinator between the family/church, ministry leaders and advocate for the needs identified
  - Scheduling, budgeting, file management and administrative tasks
  - Review, implement and follow all church and ministry policies and procedures
- Resource Coordination:
  - Connecting families and the church with resources
- Training and Development:
  - Recruit, lead meetings, train, develop and oversee buddy team

- Strategize vision and share best practices with team/church and have the ability to develop ways to overcome barriers to ensure each individual and their families can be fully immersed in the church community
- Has the ability to develop individualized spiritual care and support to the special needs individual and create individualized profile/support materials as necessary
- Develop training materials along with policies and procedures
- Other:
  - Other related duties as assigned by Director of Emerging Generations or other member of the Church leadership team
  - Support values of the organization through a focus on Competency, Character, Chemistry and Culture

**Required Knowledge, Skills and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Compassion (Calling and Gifting):
  - Experience in working with individuals with special needs and their families in a gospel-centered manner
  - Knowledge of varying age levels, teaching and learning styles of individuals
  - Proactive and strategic planning and administration over Access programs
  - Knowledge of Christ-centered education
  - Experience and/or education in working with special needs preferred
  - Completed background check and CPR certified (church will provide resources for applicant to complete)
- Community (Relational Compatibility):
  - Committed and compatible with the ministry of Greenwood Community Church
  - Relates well and achieves personal rapport with Greenwood families, staff, Session and congregation as a whole

I have reviewed this job description and understand the qualifications, duties, responsibilities and skills required for the position.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Report Signature

\_\_\_\_\_  
Date