

Job Description/Duties and Responsibilities Overview

Position: **Special Needs Coordinator**

Approved by SPR 11-13-2023

Status: Part time, 5-10 hours weekly, non-exempt.
Hours: Sunday mornings and Wednesday evenings required
Additional days flexible with additional hours expected during special event weeks
Position reports to: Children's Ministry Director
Direct Reports: N/A

It is expected that all employees will be professing Christians who support the vision of Fairview Church. It is also expected that each employee will fully recognize and uphold the right of all Church members to expect absolute confidentiality as this regards any information the employee may obtain concerning the interaction between the Church and any individual in their financial and personal lives.

Job description: To coordinate all aspects of ministry for special needs children and their families at Fairview. To promote the ministry inside and outside the church and encourage new families to participate. To lead, organize, train and recruit and support volunteers within the church to run the ministry with excellence. To follow our Safe Sanctuaries policies. To work closely with the Children's Ministry Director and Nursery Director in order to ensure a good partnership with communication and cohesiveness so that all ministry with children and families connect to the overall vision.

Overview of Duties/Responsibilities:

- Arrive before children and volunteer staff to equip room with teaching materials (Sunday morning and Wednesday evening).
- Enforce Safe Sanctuaries policies and procedures as required by Fairview Church and insurance policy requirements, ensuring adherence to all Safe Sanctuary rules and procedures in all areas of programming.
- Lead the training of volunteer staff for their role with specific individuals: programming, discipline, materials, teaching, CPR/first aid (make arrangements for training).
- Equip volunteers with ability to lead in their designated rooms.
- Teach lessons to children/youth as they are able to participate.
- Adapt activities in regular Sunday School classes if determined to be appropriate for individuals.
- Act as primary point of contact for discipline (second to parents, if available); following the church's Discipline Action Plan.
- Be prepared for all emergencies (administer first aid, file an accident report).
- Notify the Nursery Director, Children's Director or other full-time church staff of any injuries that occur.
- Lead children/youth and volunteers in the event of an emergency requiring evacuation.
- Oversee cleaning of the rooms at the end of the shift and filling out any necessary reports.
- Update the Children's Ministry Director and Nursery Director about ministry vitals and address concerns with a team mentality and good communication in partnership with both Directors.
- Advocate and serve as a spokesperson for children with special needs as it relates to church programming.
- Prepare schedules of volunteer workers ensuring all classrooms are fully staffed with volunteers or staff members during times the Special Needs Ministry is needed.
- Monitor and adhere to Special Needs Ministry budget in concert with Children's Ministry Director. Report spending on a monthly basis.
- Follow up with parents about problems, concerns, or injuries.
- Maintain supplies and equipment. Keep all supplies organized, maintained and inventoried. Purchase supplies as needed.
- Plan and coordinate all respite opportunities for families of children with special needs 4 times per year.
- Participate and help coordinate, when appropriate, community-wide events for children with special needs and their families (ie Luke 14).
- Perform other duties as may be required or as assigned by the Children's Ministry Director, Executive Director, and Senior Pastor.

Knowledge/Skill/Experience Required:

- Completed a 4 year degree program plus one year work experience with children; OR an associate's degree in education and 2 years work experience with special needs children; OR 4 years work experience with special needs children.
- AED and CPR certified (for infants and young children, as well as older participants).
- Willingness to care for children/youth with atypical development and a clear understanding of care required for children with special needs and their families.