

SPECIAL NEEDS TEAM COORDINATOR

OVERVIEW

The Special Needs Team Coordinator supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by recruiting, equipping, and training volunteers to lovingly serve and advocate for families impacted by special needs, ensuring inclusion and an environment supportive of all individuals as indispensable to the body of Christ.

RESPONSIBILITIES

Supporting leaders, volunteers, and engaging the church environment by:

- Recruiting, training, and equipping volunteer teams to support the unique needs of families with special needs children or youth who attend the church.
- Educating volunteer leaders about how to value, love, and effectively include special needs children in their environments and groups.
- Developing and staffing a classroom environment that supports the unique needs of special friends who need a separate space.
- Working with ministry leaders to identify and serve individuals with special needs.

Create a thriving Buddy Program by:

- Build a team of "buddies" that enable all people to be a part of your ministry's age-specific services and events as appropriate.
- Be present on weekends to support the team of volunteer "buddies," connect with current families, and help assimilate new families.

Support parent respite events by:

- Planning and executing respite events to care for our special friends and siblings while their parents have a break
- Developing a volunteer team to serve the needs of families (special friends, siblings, parents) at respite events.
- Respond to communication from church staff and your volunteer team in a timely manner.
- Maintain accurate database records per church guidelines.
- Communicate wins and feedback for improvement with your ministry leader.
- Meet with your ministry leader at agreed-upon intervals for the purpose of spiritual care, leadership development, mentoring and encouragement.
- Complete required safe church training and background check.

RELATIONSHIPS

The Special Needs Team Coordinator is served by the Director of Children's & Family Ministries who ensures the support needed to thrive in this role, including mentoring for leadership development, consistent and clear communication, support to build teams, and improve systems and processes. This role provides leadership to the special needs volunteer teams.

TIME COMMITMENT

4-5 hours per week. Additional time will likely be needed at the start to recruit and train team members and develop sustainable systems.

SKILLS AND INTERESTS

Administration, discernment, helps, mercy, leadership, special ed training, love for children, passion for those experiencing special needs

RESOURCES AND TRAINING

Safe church training, quarterly trainings, monthly meeting with Director of Children's & Family Ministries.

Curious? Interested in this ministry?

Contact Cate Jones, Director of Children's & Family Ministries at cate.jones@stgeorgesnashville.org.