

Job Title:	Special Needs Assistant Coordinator	Job Category:	Professional – Part Time
Reports to:	Director of Childhood Ministries	Travel Required:	Limited
Level/Salary Range:	<i>Based on experience/education in conjunction with established CHILDHOOD LEADERSHIP scale.</i>	Position Type:	Typically 18 hours per week. 'Typical' schedule: Sun: 9:00 a.m. – 1:00 p.m.. M/T/W: 9:00 am – 1:00 pm Wed: 5:45-7:45 pm

Job Description

ROLE AND RESPONSIBILITIES

The Special Needs Assistant Coordinator serves as a member of the Childhood Ministries team for the development of a cohesive ministry that works successfully to partner and equip families in alignment with Burnt Hickory’s 8 Key Ministry processes. This person will personally pursue a maturing relationship with Jesus Christ and set a Christlike example in words and actions for the children and families of Burnt Hickory Baptist Church and the surrounding community.

This Special Needs Assistant Coordinator will have primary responsibility to:

- Recruit, schedule, train, develop and care for volunteers for all Special Needs offerings. Work closely with the Child Protection coordinator to ensure volunteers are screened, trained, and equipped for service. Assign volunteers to tasks/roles that capitalize on their experience, strengths, and interests. Provide support so that volunteers feel successful in accomplishing their roles and tasks and serve as their advocate.
- Work closely with Special Needs Coordinator toward volunteer care and training efforts to ensure consistency in our adaptive offerings (effective teaching strategies, curriculum use, the adherence to a visual/well-communicated schedule, etc.)
- Assist in the adaptation of curriculum and materials to accommodate the needs of individuals with special needs. Prepare and distribute curriculum materials to teachers and volunteers, including digital content in self-contained classrooms, ensuring they have the resources necessary for effective instruction.
- Coordinate new registrations to ensure any inquiries are forwarded to the Special Needs Coordinator for follow-up. Assist with processing intake for families with special needs, ensuring all necessary information is accurately collected and up to date and accessible.
- Assign classes or appropriate programming based on the needs and preferences of the families and individuals.
- Establish relationships with families and volunteers, offering support and assistance as needed.
- Collaborate with ministry leaders to develop strategies for improving services and outreach to the special needs community.
- Provide support for events, meetings, and other activities related to the special needs ministry.
- Works diligently alongside the Childhood Ministries Director and all BHBC leadership to ensure the successful execution of global efforts and all events, with a special focus on adapting activities and programs to meet the diverse needs of individuals with special needs as needed.
- Other duties as assigned by the Childhood Director or Special Needs Coordinator.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Incumbent must enthusiastically support and embrace the vision for the ministry to individuals with special needs established by Burnt Hickory Baptist Church. This person must possess strong interpersonal, organizational, and motivational skills. They should be a self-starter, emotionally intelligent, and humble. They must be equipped with a working knowledge of resource management and communication. They must be efficient in managing projects details and must demonstrate meticulous attention to detail. Must be willing to adjust schedule and adapt to changing needs of the ministry.

PREFERRED SKILLS

Must have experience (or demonstrated ability) using Microsoft Office and possess outstanding computer skills. Outstanding interpersonal skills (recruitment, retention, caring) and team player.

ADDITIONAL NOTES

Position may be required to attend conferences, workshops and/or other enrichment activities. Position will annually submit for approval: Developmental Action Goals, Key Numeric Indicators, and proposed schedule.

