

LAFAYETTE CAMPUS

CIRCLE OF FRIENDS STAFF

REPORTS TO: CIRCLE OF FRIENDS DIRECTOR

WORKS CLOSELY WITH: LAFAYETTE KIDS STAFF, KIDS DIRECTORS, CURRICULUM DIRECTOR

PROVIDES OVERSIGHT TO: CIRCLE OF FRIENDS VOLUNTEERS

CLASSIFICATION: PART-TIME// HOURLY \$20//APPROX 20 NOT TO EXCEED 25 HOURS PER WEEK//MON-TUES 9A-2P, SAT 3P-7P, SUN 7A-1P//4 WEEKEND DAYS OFF PER MONTH//HOURS INCLUDE WEEKEND, HOLIDAY AND EVENING HOURS

The Circle of Friends Staff position, in conjunction with the broader Kids Ministry team, is responsible for supporting the vision, development, and execution of the Circle of Friends program (Flatirons program for kids and students with special needs and/or disabilities).

PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.

PROFESSIONAL QUALIFICATIONS:

- Expertise in and passion for helping special needs kids and families.
- Experience recruiting, developing, and leading volunteers.
- Superior communication skills, written and verbal.
- Self-motivated, with excellent organizational and time management skills.
- Previous experience as a volunteer preferred.
- Proven ability to train, develop, equip, and mobilize volunteers.
- Certification or related experience preferred:
 - CPR, Seizure, and first-aid.
- 3+ years of experience in working with individuals who have special needs or related field.

PRIMARY RESPONSIBILITIES:

- Assists COF Director in all aspects of ministry.
- Assists in the oversight COF rooms on weekends.
- Following policies and procedures and prioritizing safety for all.
- Connect and communicate with all families compassionately in all situations.
- Ensure the integrity of kids of all abilities is maintained.
- Assist with prepping and implementing adapted curriculum.
- Assist with weekend scheduling and logistics.
- Builds relationships with volunteers--provides care, support, development opportunities, and relational equity.
- Assists with administrative tasks and needs of the ministry as needed, which may include - credit card reports, emails, communication with parents, tracking attendance, etc.