

SPECIAL NEEDS MINISTRY COORDINATOR

JOB STATUS

FLEX-TIME, 12 - 15 HOURS/WEEK

EXEMPTION STATUS

HOURLY, NON-EXEMPT

OVERVIEW

The Special Needs Coordinator is responsible for developing, leading, and growing the special needs ministry at Sunnybrook Community Church. By cultivating a spirit of inclusiveness, this role ensures that our community with special needs is connected and guided into deeper levels of engagement and growth.

Characteristics of a successful candidate include:

- Unlimited thinking and solution-minded
- A passion for Christ and His mission to love everyone
- Vision-casting ability
- Special needs experience
- Proven ability to build and lead teams
- General understanding of kids emotional, physical, and spiritual development
- Desire to equip parents spiritually
- Ability to teach God's Word in an engaging way
- Highly organized and relational

QUALIFICATIONS

- Bachelor's degree
- 1+ years of experience in ministry as a volunteer

RESPONSIBILITIES

- Lead and cast vision for ministry
- Provide support for Pre-K-5th graders on Sundays and 6-12th on Wednesday nights
- Provide lessons and adaptations to volunteers in advance so they can anticipate needs and make changes
- Ensure all policies and procedures are being met with excellence
- Recruit, develop, and empower a team of volunteers
- Build key leadership positions
- Maintain Unlimited rooms, materials, and storage spaces

- Oversee intake process, procurement of buddies, and ongoing communication with families
- Manage Unlimited social media
- Ensure annual spending is contained within the budget
- Participate in the team-planning of Unlimited special events
- Other duties as assigned

SPIRITUAL AND CHARACTER QUALIFICATIONS

- Have a clear testimony of faith in Jesus Christ and a growing, personal relationship with Him
- Demonstrate spiritual maturity, be committed to the sanctifying work of the Holy Spirit, and desire Christlikeness in personal character
- Be teachable and willing to be held accountable
- Be a team player with a positive attitude and humble spirit
- Be a ministry partner by voicing concerns and disagreement respectfully, while following accepted relationships of responsibility, leadership, and team commitment
- Be a member, or willing to become a member, of Sunnybrook Church and work under the direction of the Executive Team
- Be fully aligned with and committed to the Vision, Values, and Beliefs of Sunnybrook Church

REPORTING

- Reports to Kid's Ministry Director

To apply, email Laurie at laurievc@sunnybrookchurch.org