

## **SuncrestKids: Special Needs Coordinator**

### **Purpose**

We believe every child is an integral part of the church; thus, we create environments in SuncrestKids where they can learn to know and follow Jesus, to live like Jesus did (the 4C's), and to take next steps in their faith. We believe this happens best through relationships with people who already follow Jesus who are committed to being present in kids' lives regularly.

The Special Needs Coordinator provides leadership, support, and specialized care for children ages 4-11 with a variety of developmental, cognitive, and behavioral needs within SuncrestKids. This role ensures as many children as possible have the opportunity to know and follow Jesus in a safe, inclusive, and joy-filled environment. The coordinator partners with parents, contributors, and staff to create environments where kids of all abilities can thrive.

### **Responsibilities**

#### **Program Development & Coordination**

- Develop & oversee the weekend special needs ministry presence, ensuring children are appropriately supported and assigned buddies as needed.
- Develop and maintain sensory-friendly spaces, tools, and resources within SuncrestKids environments.
- Collaborate with SuncrestKids staff to create inclusive programming, curriculum modifications, and strategies that support accessibility for all children.
- Provide guidance during larger family or church events to ensure children with special needs can participate successfully.

#### **Child & Family Support**

- Build positive, trusting relationships with children with special needs and their families.
- Gather information from parents/guardians to create written Snapshots as needed for each child who needs additional support.
- Communicate regularly with families to ensure continuity of care, share progress, and adjust Snapshots as needed.

#### **Leading Teams**

- Recruit, schedule, and coach contributors who serve as buddies or support team members for children with special needs.
- Provide ongoing training for contributors on inclusion, behavior support strategies, safety, and best practices for working with children of various abilities.
- Ensure contributors feel confident, equipped, encouraged, and connected.
- Collaborate with broader staff, elders, and teams to provide training and support that equips our broader church to appropriately interact with children with disabilities and their families.

#### **Communication & Collaboration**

- Partner closely with the SuncrestKids Director and other staff to align ministry goals and maintain smooth operations.
- Maintain thorough documentation, schedules, and Snapshots.
- Serve as the point person for special needs-related questions from families, volunteers, and staff.

**Safety & Compliance**

- Ensure compliance with Suncrest's safety and security policies for minors.
- Train contributors on safety ratios, de-escalation strategies, and emergency procedures.
- Help maintain a clean, safe, organized, and supportive environment for children with special needs.

**Qualifications**

- A growing relationship with Jesus and alignment with the mission, vision, and values of Suncrest Christian Church.
- Experience working with children with special needs (educational, therapeutic, or ministry setting).
- Ability to lead, train, and encourage teams of contributors.
- Strong communication and interpersonal skills; able to build trust quickly with families.
- Understanding of common diagnoses (autism spectrum disorder, ADHD, sensory processing challenges, developmental delays, etc.) and the ability to implement practical support strategies.
- Organized, adaptable, and able to multitask in a fast-paced ministry environment.
- Ability to work weekends (required) and some occasional evenings for special events.
- Degree or coursework in special education, child development, psychology, or related field highly preferred.

**Hours & Reporting**

- Part-time, approximately 25 hours per week.
- Regular weekend responsibilities required.
- Reports to the SuncrestKids Director.

**How to Apply**

Interested applicants may submit a resume to Jen Ward, [jen.ward@suncrest.org](mailto:jen.ward@suncrest.org), and a brief introduction describing their heart for kids with special needs and why they'd love to serve at Suncrest.