

JOB DESCRIPTION

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SPECIAL NEEDS DIRECTOR

**OVERVIEW**

**Purpose and Primary Responsibilities:** The Special Needs Director is responsible for giving leadership to our special needs ministry, ages birth through adults, in our growing and diverse community as part of our mission to Love Jesus, Share the Gospel, and Make Disciples. An obvious passion for serving special needs individuals and families for Christ is essential.

**RESPONSIBILITIES**

* Define vision and direction, and set appropriate strategic goals.
* Develop and implement opportunities that cater to the needs of preschool children, students, and adults with special needs, aligning with ministry priorities, vision, and direction.
* Equip special needs spaces and individuals as needed to meet the needs of those in each area.
* Develop loving and supportive relationships with families, and provide at least two encouraging events/programs to families each year.
* Communicate with families, leaders, staff, and congregation about opportunities to participate and serve.
* Recruit, empower, and train leaders for Special Needs ministry.
* Collaborate with the Minister of Preschool, Children's, Students, and Adult Discipleship to include individuals as appropriate.
* Explore and develop ways to partner with and resource parents in their discipleship, discipleship of their children, and other areas to assist with the care and nurture of their children.
* Oversee the intake process to determine specific needs for each participant in the ministry.
* Work with ministerial staff to maintain Child Safeguarding standards throughout all areas of the Special Needs Ministry.
* Develop meaningful service opportunities for adults with special needs.
* Develop and manage the budget for Special Needs Ministries.
* Facilitate application for and implementation of grants to expand and/or support the ministry.
* Partner with a volunteer to lead the Thrive and Respite programs.
* Coordinate the Special Needs division of Vacation Bible School.
* Discern how to expand the ministry.

**REQUIREMENTS**

* Special Needs ministry experience desired.
* Hands-on special needs work or volunteer experience required.
* A minimum of a bachelor's degree is preferred, but we will consider commensurate experience.
* A personal conviction and calling to special needs ministry.
* Passionate about the spiritual formation of special needs children, adults, and families.
* Proven ability to recruit, train, equip, supervise, and evaluate volunteers.
* Ability to use appropriate judgment in the areas of discretion, sensitivity, and confidentiality.
* Compassionate, relational, self-motivated, strong work ethic, organized, and dependable with a willingness to do whatever it takes to get the job done.
* Satisfactory background checks and child protection screening.

**ON CAMPUS SCHEDULE COMMITMENTS**

* **Sundays** 8:45 AM – 12:15 PM
* **Wednesdays** 5:45 PM – 7:45 PM
* **VBS** (First full week of June 8:30 AM - 12:30 PM • Monday – Thursday)
* **Connect Camp** (as needed per registrations)
* **2-4 Saturday Respites**

**DETAILS**

* Part-time, non-ministerial
* Reports to: Children’s Minister