

HOPE

A Good Place to Find Life

Position: Special Needs Ministry Program Coordinator

Hours: 20 hours/week

Department: Family Ministries

FLSA Status: Non-exempt

Reports To: Special Needs Lead

OVERVIEW

The Special Needs Program Coordinator plays a vital role in supporting the Special Needs Lead in creating inclusive environments, adapted materials, and meaningful experiences for individuals with special needs across various age groups. This position involves providing hands-on assistance, guidance, and care to ensure the successful implementation of the Special Needs ministry.

RESPONSIBILITIES

- Collaborating closely with the Special Needs Lead to assist in the implementation of the Special Needs ministry vision and initiatives, specifically assisting with curriculum development, planning and leading Special Needs ministry events (Bible studies, social gatherings, respite events), and serving as a point of contact for families within the Special Needs ministry
- Providing one-on-one assistance and support to individuals with special needs during church services, events, and activities
- Supporting individuals with special needs by creating and implementing adapted and accommodated environments and materials
- Assisting in the setup and maintenance of sensory rooms, equipment, and supplies to ensure they meet the needs of individuals with special needs
- Helping facilitate smooth transitions and integration for individuals with special needs within various HOPE programs and activities, specifically adapting the elementary Sunday curriculum to meet the needs of the special needs community
- Participating actively in team meetings, training sessions, and other collaborative efforts to enhance the effectiveness of the Special Needs ministry
- Leading the buddies during Sunday morning or Sunday evening programs (alternating weeks), ensuring the individuals with special needs are supported both in the sensory room and in their age-appropriate classrooms
- Fostering positive relationships with individuals with special needs, their families, and caregivers, demonstrating care, empathy, and respect
- Attending summer camps on behalf of the Special Needs team as requested by Special Needs Lead
- Assisting with the leadership of weekly Monday night adult gatherings (Bible study and social gathering)
- Assisting in communication efforts with families of individuals with special needs, providing updates, information, and support as needed

- Performing other duties as assigned by the Special Needs Lead

EXPECTATIONS

- A vibrant and growing relationship with Jesus Christ
- Can fully support the vision, mission, values, theology, and methodology of HOPE
- Passion for serving individuals with special needs and their families within a church ministry context
- Strong interpersonal and communication skills, with the ability to interact effectively with individuals of diverse backgrounds and abilities
- Compassionate and patient demeanor, with a genuine desire to support and empower individuals with special needs
- Ability to work collaboratively as part of a team and take direction from the Special Needs Lead
- Prior experience working with individuals with special needs is preferred but not required
- Willingness to undergo background checks and training as required by the church

PHYSICAL DEMANDS

- Ability to stand, sit, and move around for extended periods
- Ability to lift and carry equipment and supplies as needed
- Comfortable working in a dynamic and sometimes noisy environment

EXPECTED HOURS OF WORK

- Sundays, 8 am-1 pm or 4 pm-9 pm
- Mondays, 4 pm-7 pm or 5 pm-8 pm (Dependent on evening event)
- Tuesdays, 9 am-1 pm
- Wednesdays, 9:30 am-2:30 pm
- Thursdays, 9:30 am-12:30 pm
- Other hours: Family contact work, event rotations, summer camps

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