

Special Needs Coordinator

Department: Special Needs

Reports to: Special Needs Director

Status: Part-time (approx. 24 hours per week), Non-Exempt; some weekend and evening hours will be required.

Position Summary Statement

This position requires a growing and mature Christian who will assist the Special Needs Director in the ongoing development of AAC's special needs ministry programming. This position will also assist with student/family intake and integration, and volunteer coordination and care.

Responsibilities:

- Program planning and implementation
 - Assist with oversight of Sunday and mid-week Special Needs programs for individuals with Special Needs across the life span.
 - Assist with creating, implementing and oversight of large-scale special events in collaboration with children, youth and adult ministries as needed
 - Assist with recruiting, training, and assigning volunteer teams in each area of ministry (children, youth, adults)
 - Assist in the development and management of volunteer teams responsible for setup and take down of program essentials for each Special Needs program
 - Assist with setup and implementation of Sunday and Midweek programming
 - Assist with management of student support needs, including physical support during Sunday and midweek programming
- Communication
 - Provide weekly communication emails to volunteer teams
 - Provide monthly email updates about the ministry programs to families
 - Provide quarterly volunteer appreciation updates to volunteer teams
 - Demonstrate the ability to effectively interact with staff regarding areas of responsibility
 - Participate in ministry area weekly planning meetings as appropriate to Special Needs programming
- Volunteer care and team building
 - Assist Special Needs Director in developing and providing quality training for volunteers
 - Assist in implementing a system of care (cards and visits) for students and volunteers experiencing loss or serious illness



APPLETON ALLIANCE CHURCH

Connecting the world with God and one another

- Develop a system for facilitating ongoing volunteer appreciation and team building
- Family/ Caregiver care and integration
 - Assist with intake and integration of families following the family onboarding process
 - Provide regular communication and encouragement to family members and caregivers while maintaining appropriate confidentiality and ministry boundaries
 - Assist with Family networking group events
 - Event and campaign messaging and graphics

Position requirements

- Must have an active and growing relationship with Jesus Christ with a passion to see people grow in their relationship with Him
- Positive attitude, friendly and outgoing with a servant's heart
- Able to multi-task quickly and effectively
- Excellent organization skills with appreciation for details
- Proficiency in computer software - Word, Excel, Pages, PowerPoint
- Excellent oral and written communication skills
- Ability to easily learn additional programs or equipment (including church database and facilities software)
- Experience working with special needs students and/or adults preferred

Essential Physical Requirements:

- Must possess mobility to walk extensive distances (3 miles minimum on programming days), climb stairs, get up and down from the floor, move quickly and be able to block escalating children from eloping, or causing physical harm to other children or volunteers
- Vision to read printed material and computer screens close and color vision
- Hearing and speech to communicate clearly in person
- Hand, finger, dexterity for frequent keyboarding needs as well as the ability to handle, feel objects and controls
- Minimum lifting requirements of 25 pounds

STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do.
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer.
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch.
4. Individual and corporate worship is critical to our spiritual health and relationship with God.
5. Our fellowship is focused on shepherding and caring for one another.
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact.
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people.
8. We will never lose sight of our vision.

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church

Our purpose is simple: Connecting People with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

Strategic and Effective

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

Felt Needs First, Prescribed Needs Second

We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.

Come and See – Go and Be

We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Appleton Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

Healthy Relationships

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

Servant Leadership

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

Stronger Together

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

Complementarian

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

Healthy Leadership

We are healthy, high capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

Equip Future Leaders

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.