

# CARMEL BAPTIST CHURCH

Position Description

## Special Needs Ministry Associate

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**Ministry Area:** Generations Ministry

**Reports To:** Special Needs Pastor

**Supervises:** Volunteers

**FMLA:** non-exempt

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### SUMMARY OF THE BASIC FUNCTION

Work alongside the Special Needs Pastor to develop and coordinate various aspects of the Special Needs Ministry. Provide leadership, administration, and communication support to the Special Needs Pastor. The role of the Special Needs Ministry Associate is to provide gracious care to our families with unique needs.

### GENERAL QUALIFICATIONS

**Education:** Must be a high school graduate. College degree is preferred. Formal training and experience in special education strongly preferred.

**Skills:** Must have computer skills including Microsoft Office products. Experience with Google Apps is preferred. Problem-solving is crucial in order to enable a successful church experience for individuals and their families affected by disabilities.

**Experience:** At least 2 years of experience with individuals affected by disabilities is preferred. Experience with event planning is desired.

**Physical Demands/Work Environment:** Vision, hearing, and speech are essential. Must be able to sit at a desk at least 50% of the time. Position also involves bending, stooping and lifting at least 25 pounds on a regular basis. Must be able to work the hours and days necessary to complete the essential functions of the position.

**Mental Requirements:** Must have good communication skills, both verbal and written. Must be

able to work well under pressure and prioritize tasks in a multi-task environment.

### **ESSENTIAL FUNCTIONS**

- Curriculum Development and Distribution (25%)
  - Developing and maintaining a two-year teaching scope and sequence for Joy classes
  - Preparing and emailing curriculum to teachers on or before the Wednesday prior to classes
  - Preparing Joy classrooms on Sunday mornings
  - Ordering and purchasing classroom supplies and materials
  - Integrating resources for parents/caregivers to encourage discipleship at home
  
- Joy Class Leadership (25%)
  - Provide Sunday morning leadership for the Joy classes (in coordination with the Special Needs Pastor)
  - Participate in weekly Joy class evaluation and follow up
  - Assist with the training and equipping of volunteers
  - Assist the Special Needs Pastor in the pastoral care of Joy students and/or parents or caregivers
  
- Event Planning, Organization, and Resource Support (25%)
  - Assist the Special Needs Pastor in planning, organizing, ordering supplies, and coordinating with church administration to secure space and resources needed for Joy Ministry events
  - Assist in the communication to Joy families resources that may be encouraging to their unique situations
  
- Children's Buddy Program Development and Supervision (25%)
  - Assist the Special Needs Pastor in the development, implementation, and on-going supervision of a program that invites, trains, and supports Carmel members who serve as a one-to-one Buddy in Preschool, CarmelKidz, or Student Ministries.
  - Provide on-going communication, scheduling, evaluation and training for those who serve as Buddies and ministry team leaders
  
- Other duties as assigned.