



Children's Special Needs Coordinator

Position Type: Non-Exempt
Category: Regular, Part-Time (15-20 Hours)
Classification:
Reports To: Director of Children's Ministry

ORGANIZATIONAL OVERVIEW

St. Luke's UMC is one of the largest United Methodist churches in the U.S. with a membership of over 6,000. The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. At St. Luke's, we respond to that call with this purpose statement: We are an open community of Christians helping people find and give hope through Jesus Christ. We are called to: worship God with all our heart, connect with others with all our soul and mind, and serve the world with all our strength. St. Luke's is intentionally striving to be economically diverse, multi-racial and welcoming to LGBTQ people.

POSITION OVERVIEW

The Special Needs Coordinator is responsible for providing accommodation for our special needs children and families to fully take part in the ministries of St. Luke's. They help to create a loving and safe environment where children's needs are known, the appropriate support is provided, and growth in faith results for children and their families. This role is a crucial part of our children's team and will be called upon as we continue to make modifications to our building and adjustments to our program to ensure that greater numbers of special needs children and families can be served. This role supports our Elementary, Preschool and Nursery ministries.

In 2 two years, success in this position would look like:

- Doubling the number of children and families served weekly from an average of 15 to 30.
- Growth in the number of special needs children attending Vacation Bible School and special events due to the level of accommodation we provide.
- Developing a respite program to support families and help us reach new people.
- Consulting on our plans for building renovations to ensure that accommodation and sensory space are adequately addressed.
- Collaboration to support special needs families in our Weekday Early Childhood Program (ECP) that would be a bridge to Sunday morning attendance.

RESPONSIBILITIES

- Build relationships with each special need's family, ensuring that our intake process is followed, accommodation plans are created, and that staff and volunteers are clear on our support plan for each child.
- Recruit and train special needs buddies, ensuring that our Safe Sanctuaries Process is followed.
- Serve as a floater during Sunday Mornings (9AM-12:30PM), Wednesday Nights (6-8PM) and for special events to greet families, ensure that children are where they need to be, and to support, coach and respond to behavioral needs.
- Order/provide materials for students as needed (headphone, chewie's, fidgets, special seating.)
- Create adapted materials for children aligned with their lessons. (ex. Kiddos with visual impairments might have music.)
- Build relationships with our buddies and small group leaders to serve as a continuous resource for questions and to improve the support we offer.
- Support our monthly small group for parents with special needs children (3rd Sunday of each month, 3:30-6:00PM) by coordinating the care for their children during group time.
- Serve on the team planning Vacation Bible School to ensure accommodation. Contact all special needs families, place students, train volunteers, support group leaders and serve as a floater during the week. (One week of half-days in June, 8:15AM-12:30PM.)
- Serve on our Safe Sanctuaries Team ensuring that all Children, Youth and Vulnerable Adults are safe. Assist with training several times a year.
- Consult with Middle School Ministry as students transition from elementary to middle school.

QUALIFICATIONS

- Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.
- Minimum of 2 years' experience working with children and families with special needs (having a family member with special needs may count as equivalent experience.)
- Bachelor's Degree (preferably in education/child development)
- Willingness to work weekends and some evenings
- Embraces ministry to families from all walks of life (including those with same-sex parents)
- Communicates effectively; highly organized; is relationally oriented and a team player