

**Community Alliance Church:**

Size: 1,000+ in attendance in 2 Sunday morning services

Position: Children's Ministry – Special Needs Coordinator

Hours: Part Time Hourly Non-Exempt Approximately 6-8 Hours Per Week (Requires Sunday Morning)

Community Alliance Church is a Christian and Missionary Alliance church. Our vision is to build a community of Christ followers who use their gifts to build up and serve others at CAC and in the community of Butler. The staff and ministries at CAC highly value teams. We demonstrate the value of each team member by allowing them to serve on various teams and play a role in goal creation and decision making.

The Special Needs Coordinator completes organizational and management tasks that support the efforts of a variety of projects, campaigns, or events. Background clearances are required. Common Coordinator duties and responsibilities include:

- Communicating with Parents about Sunday morning Buddy System and setting expectations for their special needs child.
- Scheduling "Buddies" for each child in the Special Needs program.
- Training of all "Buddies" assigned to the program.
- Communicating and meeting with Director of Children's Ministries weekly to discuss needs (some weeks via phone call).
- Assess program effectiveness with staff, volunteers, and families.
- Oversee development and implementation of personalized support plans.
- Maintain accurate and confidential records and documentation.
- Recruit, supervise and mentor all volunteers.
- Develop and deliver ongoing professional development and training for staff and volunteers.
- Encourage access to community resources, programs, and networks.
- Work with Supervisor to establish and maintain yearly budget for program.

**Staff Expectations**

All staff members are expected to commit to the following values:

1. Prayer – We value prayer as the power for all we do. We pray with and for each other, our church, and our community.
2. Accountability – We value a culture of accountability to a high standard. We count on one another to graciously speak into one another's lives.
3. Teamwork – We value collaboration over isolation. My success is not success unless it is our success.
4. Open Communication – We value open, honest communication. All of us know more than any one of us.