

# SPECIAL NEEDS COORDINATOR

St. Andrew's Church and School- San Antonio, TX

**Reports to:** Steward of Children's & Family Ministry

**Job Type :** Part-time

**Hours :** Sundays (8-1) and (5-7), Weekday prep time & Special events

**Rate of Pay:** Hourly pay

**Position Overview:** To recruit, train & retain a Special Needs Staff & Volunteer Team who are passionate about God and His Special People.

## **Responsibilities:**

- Embraces and follows the mission and core values of St. A's and models an authentic Christian lifestyle for children and families
- Communicates with parents of Special Needs individuals
- Pair helpers (team member to special needs individual) weekly
- Create and implement curriculum for Special Needs Sunday classroom/s
- Concern for overall safety of special needs children, adults and volunteers and reports to the Steward with any findings that could be potentially harmful
- Create an efficient system for the Special Needs Ministry to include new visitor forms, get to know you forms & other pertinent paperwork deemed necessary
- Schedules a "pre-admission" meeting with every child/adult and their parent/guardians before attending weekly Sunday morning program
- Ensures all church events have appropriate accommodations for all special needs children and adults.
- Is agreeable to be flexible and let Jesus lead as this program grows!
- In the event of absence, ensures everything is set in place (above responsibilities) prior to leaving
- Fulfills other responsibilities as deemed necessary by the Steward of Children's & Family Ministries