

Responsible to: *Next Generation Coach*

Status: *Full Time, Salaried*

General Position Overview: *To develop and lead the Special Needs Ministry of WACC, which effectively provides a safe and loving environment for children with special needs from ages 4 to 18. To supply children with special needs with a nurturing environment that will provide support, based upon their unique strengths and needs, to allow for spiritual development through the teachings of Jesus Christ.*

Ministry Responsibilities:

- Develop an effective special needs ministry for children at WACC within the ages of 4 to 18.
- Work closely with children and youth ministries to build and maintain a cohesive relationship to identify the population with special needs, determine best interventions based upon individual needs, and to ensure effective communication to integrate children within the ministry.
- Recruit, develop, and train volunteer staff to foster a nurturing environment for all children with special needs, with a favorable staff-to-student ratio.
- Develop curriculum for implementation across the special needs ministry.
- Maintain student and family information to ensure that it is accurate and up-to-date, while safeguarding personal information.
- Develop and enforce policies, procedures, and routines that ensure the safety of students and staff.
- Develop opportunities for educational programs that will nurture and foster relationships with parents, while empowering them to engage in community with other families at WACC.
- Oversee budget and expenditures for the Special Needs Ministry
- Be proactive in keeping the Special Needs Ministry in alignment with the mission of WACC and its core values.

Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Be committed to the theological stance of the WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- Ability to effectively interact with staff regarding areas of responsibility.
- Be a college graduate, preferably with special needs education or equivalent experience in a special needs setting.
- Good organizational and interpersonal skills.



- Knowledge and understanding of children with special needs and their families within the culture of WACC.
- Willingness to work in a team environment, develop the ministry, and address the special needs of children ages 4-18.

Working Church Staff and Volunteer Relationships:

- Report directly to the Next Generation Coach.
- Develop and be responsible for departmental meetings with volunteers and/or support staff as needed.
- Be a team player with other members within the Next Generation Team in meetings and by developing relationships that are mutually supportive on both a professional and personal level.
- Be willing to engage with leaders in other ministries to effectively implement the special needs ministry at WACC, across other ministries.
- Participate in meetings, retreats, and worship services at WACC, as requested by the Executive and Senior Pastors.
- Be informed of and function within the guidelines outlined in the WACC Policy and Personnel Manuals.

Benefits and Compensation:

- Salary and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Personnel Policy Manual.
- This is a full-time, 32 hours per week paid position.

I have read and agree to carry out the responsibilities, programs, and policies to the best of my abilities:

Signed: _____ Date: _____

Supervisor Approval: _____ Date: _____

Approved/Amended/Reviewed _____