



### **Job Profile**

Berean Baptist Church is on mission to see our lives, our community, and our world transformed by the power of the gospel. The Family Ministry at Berean is responsible for overseeing the education and faith development of children from birth to grade five (Berean Kids) and youth from grades six through twelve (Berean Youth) by creatively and effectively partnering with parents to influence future generations with the gospel.

The Special Needs Coordinator oversees a team of volunteers who care for and nurture kids and youth with special needs in a safe and engaging environment that is gospel-centered and family-oriented. This role will function as a part of the Berean Kids team but will serve the entire family ministry. This is a part time position of 15 hours per week and reports to the Berean Kids Director.

### **Job Responsibilities**

Essential duties:

- Volunteer recruitment and interviewing prospective new volunteers for Special Needs Companions (one-on-one with a child/youth) and Room Helpers (overseeing a room or a few kids)
- Oversight of Saturday and/or Sunday services for training and equipping Special Needs Companions and Room Helpers
- Schedule volunteers for weekend as well as personal phone calls/emails
- Maintain and organize the sensory room
- Ensure safety measures are followed during hours of operation
- Required presence:
  - Tuesdays for Berean staff Huddle and Berean Kids staff meeting
  - Office hours as scheduled with the Berean Kids Director
  - Sunday mornings
  - Saturday night service: a minimum of once a month

Other duties:

- Occasional All staff events through the year
- Occasional Berean Kids/Berean Youth events

### **Knowledge, skills, and abilities**

- Model a growing, personal relationship with Jesus Christ
- Agree with the Berean Baptist statement of faith
- Maintain or establish membership at Berean Baptist Church

“We know that for those who love God all things work together for good, for those who are called according to his purpose.”

Romans 8:28 ESV

- Have a passion for kids and families to see their lives, communities and world transformed by the power of the gospel
- Experience with children and/or children's education
- Proven ability to make rational, in-the-moment decisions and to solve problems
- Biblical conflict resolution skills
- Strong, professional relational and communication skills
- Computer skills and ability to learn database and media tools
- Adeptness to work effectively with a variety of personalities, skill levels and situations

### **Work Conditions**

- Working in office for periods of time
- Involves some light lifting up to 20 pounds and managing supplies for storage
- Working BK or Family Ministry events that are outside of regular work hours, which can be in the evenings or on weekends
- Additional hours may include evening special events, FaithFamily celebrations, Christmas and Easter

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

