



JOB DESCRIPTION

Position Title	Special Needs Buddies Program Coordinator
Position Reports to:	Pastor of Children & Youth
Department:	Children & Youth
Schedule (may vary)	10 hrs/week - Sunday mornings + flexible hours during week
Rate/Salary	\$25/hour

General Description

The coordinator of the Buddies program helps provide support to children with disabilities so that they can participate to the fullest extent possible in youth and children's programming and be ministered to at NCCC. They chiefly identify, recruit, train, and support volunteers who are called to serve in this capacity, as well as work alongside other staff making suggestions and recommendations for making programs accessible and welcoming.

Specific Duties and Responsibilities

- Identify, recruit, and place volunteers who have a heart for kids with special needs.
- Ensure to the greatest extent possible that we are able to serve special needs children on the first visit or shortly thereafter.
- Develop an intake process for children who have special needs and may need support.
- Assess individual children, via observation and communication with parents, to determine what kind of support is needed.
- Consult with age- and grade-level ministry staff on individual cases, to assess whether the Buddies program is appropriate for that child.
- Facilitate communication between volunteers and families and address abuses of the policy (families are not allowed to ask volunteers to provide care outside of program hours).

Knowledge & Skills Required for the Job

- Understanding of and experience working with individuals who have special needs, including best practices for promoting inclusion, and appropriate vs. inappropriate supports.
- Preferable if you have supervised volunteers (in any setting) or supervised volunteers/paraprofessionals in a special needs/special education setting.
- Familiarity with Google docs (sheets & docs) as well as Microsoft Office.

Personal Relations

- Must believe in Jesus Christ and be in line with the mission and vision of this church.
- Must have a huge heart for kids with special needs and their families.
- Must be a team player, able to consider needs from different perspectives and balance competing desires and demands.
- Be friendly, welcoming, and mature.
- Be able and willing to have necessary but tough conversations with various stakeholders.

Work Environment

- Work is on-site at the church, in an office setting and in various children & youth classrooms, where the pace is fast and there are numerous children engaging in various activities.
- A limited number of hours for volunteer management may take place off-site and on a flexible time schedule (e-mailing/texting, scheduling, etc.)

Schedule Requirements

- Sunday mornings – during programs, 7:30 am-12:30 pm.
- During the week – days and hours each day will flex based on the individual's availability and staff needs for consultation, interfacing with parents & volunteers, etc.

Physical Requirements

- Standing (regularly)
- Stairs (regularly)
- Walking quickly (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls, receive and send text messages
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 25 pounds)