



## MITCHELL ROAD PRESBYTERIAN CHURCH

### Position Description

**TITLE:** MR Kids Special Needs Coordinator

**REPORT TO:** Kids Ministry Director

#### HR & LEGAL CLASSIFICATIONS

<b>FLSA Status</b>	Non-Exempt	<b>DOL Status</b>	Part-Time	<b>Pay Type</b>	Hourly
<b>FLSA EE Class</b>	Ministry Support	<b>DOL Fact Sheet</b>	N/A	<b>Ministerial Exception</b>	No

#### ULTIMATE GOAL / OBJECTIVES OF POSITION:

The Special Needs Coordinator provides leadership and care for children with additional needs and their families within the Kids Ministry. This role ensures that every child is welcomed, supported, and able to participate meaningfully in ministry environments. Through volunteer training, individualized support, and family partnership, this role helps create safe, structured, and Christ-centered environments where all children can grow in their understanding of God's love.

#### PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

##### Individualized Support Plans 25%

- Develop and maintain simple, effective **individual support plans** for each child with additional needs.
- Gather information through parent conversations and observation.
- Create tools such as visual schedules, behavior supports, and sensory accommodations.
- Partner with classroom leaders to implement plans consistently.
- Regularly review and adjust plans as needed.

##### Volunteer Recruitment & Training 25%

- Recruit, onboard, and schedule volunteers to serve as buddies for children with additional needs.
- Provide practical training for buddies and volunteers
- Equip volunteers with clear expectations and simple, actionable tools.
- Provide ongoing encouragement, feedback, and care for volunteers.
- Help build a culture of patience, flexibility, and joy in serving.
- Prioritize availability for Sunday mornings.

##### Family Communication & Care 15%

- Build strong, trusting relationships with families of children with additional needs.
- Maintain regular communication with parents to understand each child's needs, provide updates and encouragement, and receive feedback and adjust support accordingly.
- Help families feel known, supported, and confident in bringing their child to church.
- Visit with families that are unable to attend due to additional needs.
- Assist in connecting families to other areas of church life when appropriate.

##### Resource Development & Program Support 15%

- Develop and implement resources that support inclusion across Kids Ministry programs.
- Create and maintain a small resource library (visual aids, sensory tools, etc.).
- Assist in adapting curriculum, activities, and environments when needed.

- Help ensure children with additional needs can participate meaningfully in Kids ministry programs.

### **Cross-Ministry Training & Inclusion**

15%

- Equip Kids Ministry staff and volunteers to better include children with additional needs.
- Help create a welcoming and organized environment for ministry leaders and volunteers.
- Partner with ministry leaders to ensure inclusion in church-wide events.
- Help identify barriers and create solutions for broader participation.

### **Team Collaboration & Planning**

5%

- Participate in weekly Kids Ministry staff meetings.
- Contribute to planning, problem-solving, and ministry development discussions.
- Collaborate with team members to ensure alignment and consistency.

### **ADDITIONAL RESPONSIBILITIES**

- Serve as a point person on Sunday mornings (as scheduled) to support children, families, and volunteers.
- Assist with transitions, check-in, and classroom support as needed.
- Maintain confidentiality and appropriate documentation for families and children.
- Help develop systems that improve long-term care and inclusion within the ministry.

### **REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED**

- Current member or willing to become member of Mitchell Road
- A growing relationship with Jesus Christ and alignment with the church's mission and values.
- A heart for children and families, especially those with additional needs.
- Experience in special education, therapy, childcare, or related fields preferred.
- Strong relational, organizational, and problem-solving skills.
- Ability to remain calm, flexible, and encouraging in dynamic situations.
- Ability to communicate clearly with both parents and volunteers.

### **Core Competencies**

- Relational care & empathy
- Volunteer training & encouragement
- Adaptability & problem-solving
- Clear communication
- Organization & follow-through

### **STAFF AND VOLUNTEERS WHO REPORT TO YOU:**

None

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

This job operates in a professional office environment with moderate noise and light traffic. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and requires the ability to work in a confined space while sitting or standing for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **DISCLAIMERS:**

The position description design does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned (or changed) at any time with or without notice.