



SPECIAL NEEDS DIRECTOR

GENERAL DESCRIPTION

Job Purpose: To serve the church by leading and directing the ministry to kids and families with special needs, Preschool through 5th Grade.

Classification: Non-exempt; Salary // **Status:** Full-Time (40 Hours/Week) // **Team:** KIDS // **Supervisor:** Kids Director, Amy Geopfert

WORK SCHEDULE

- Saturday 1:30pm - 6:30pm & Sunday 7:30am-12:30pm or as needed to support weekend services.
- Remaining hours are flexible to be completed during weekdays Tuesday – Thursday.

ESSENTIAL DUTIES & RESPONSIBILITIES

Some of the primary duties include:

- Provide leadership to and oversight of the Special Needs Ministry that meets the needs of families and achieves the ministry objectives of the Rock Point Kids Ministry, as well as Rock Point Church as a whole.
- Lead kids, parents, and volunteers toward maturity in their faith through effective weekend services, as well as through intentional and appropriate programs, support, and special events.
- Collaborate with the Rock Point Kids Team to develop ministry plans that support the Rock Point Church mission.
- Partner with the Preschool and Elementary ministries to support kids with special needs in typical ministry programming, providing support for an inclusive ministry model.
- Partner with the Preschool and Elementary Directors to assist in the planning, executing, and evaluating of any special events, camps, conferences, or programs where kids with special are participating.
- Develop a Buddy Team to be able to support all weekend services and Kids events.
- Manage the ministry budget allocated for the Special Needs Ministry.
- Attend staff meetings, retreats, and conferences; keep current in related field.
- Recruit, equip, delegate to, and care for volunteer leaders.
- Provide regular training for volunteer teams to continually develop as leaders and to improve the ministry experience for kids with special needs and their families.
- Develop relationships with kids and regularly communicate their families.
- Coordinate and supervise the Special Needs rooms and weekend services, prepare service resources, and facilitate cleaning protocol for rooms: spray, wash, deep clean when scheduled.



- Network with community leaders in order to identify and provide appropriate opportunities for kids and families.
- Keep open communication with Kids Director to stay on top of any changes in the ministry and meet with Kids Director as needed.
- Ensure that rooms and facilities reflect a safe, professional, Christ-like environment.
- Perform other responsibilities as assigned by Kids Director.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** | identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Interpersonal Skills** | Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Teamwork** | Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Judgment** | Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** | Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

REQUIRED CRITICAL SKILLS, TRAINING and EDUCATION

- A bachelor's degree in related field; or equivalent combination of education and experience
- Previous experience working in a Special Needs ministry or special education field.
- Proficient with computers, including: Internet, Email, Microsoft Office
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED SKILLS, TRAINING and EDUCATION

- Further education/certifications in related field
- 2+ years of related church ministry experience
- Organized with attention to detail



PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 20 pounds).
- May be required to occasionally lift certain kids needing assistance.

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church;
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.