

Hope Community Church Job Description

Job Title: Special Needs Ministry Coordinator

Role for: Campus Special Needs Ministry

Reports to: Campus Pastor



Role Summary

Share and support the mission of Hope Community Church by creating an accepting and inclusive church environment for vulnerable families, at a campus level. This includes families impacted by special needs, foster families, single parent families and families in crisis.

Key Result Areas

Build

- Support church wide recruitment initiatives.
- Collaborate with family ministry team to onboard new volunteers effectively and efficiently (varies by campus).
- Utilize tools provided to cast vision and provide volunteers with the necessary resources to serve successfully in their role.
- Identify and recruit volunteer leaders out of existing volunteer team.
- Utilize tools provided to implement relevant and resourceful training opportunities for volunteers.
- Collaborate to build support circles for families, as needed.

Engage

- Communicate and support the vision, mission, and strategy consistently and with passion to ministry volunteers, families, and campus staff.
- Collaborate with other ministry teams to develop plans of support for vulnerable families.
- Be versatile in communication strategies and methods.
- Create a culture of celebration and fun among volunteer team.
- Develop methods of communication to share information with volunteer teams on at a minimum, a bi-weekly basis.

Encourage

- Celebrate milestones of volunteer team (birthdays, anniversaries, etc).
- Connect with and support families during times of celebration and hardship.
- Emphasize the spiritual growth of your volunteer team as most important by encouraging small group membership/service attendance.
- Organize and collaborate with other ministry teams to participate in volunteer appreciation endeavors.
- Pray for ministry volunteers and vulnerable families.
- Spotlight volunteers serving in ministry.

Evaluate

- Utilize data systems required during onboarding new families and volunteers.
- Set measurable, achievable goals and celebrate accomplishments.
- Provide regular opportunities to evaluate volunteer experiences.
- Collaborate with volunteer leaders to complete Weekend Service Coordinator report.

Connect

- Ensure relationships are a top priority in all areas of ministry.

- Collaborate with ministry teams to ensure that the needs of vulnerable families are considered during planning processes.
- Collaborate with campus teams to support the mission and vision of Hope.

Essential Duties/Responsibilities:

- Attend weekly staff meetings.
- Maintain high communication with campus teams.
- Communicate directly with the Campus Family Ministry Team and the Campus Pastor.
- Affirm and support the statement of faith of Hope Community Church.
- Abide by and support HR policies and abide by all budget allocations.
- Actively involved in the life / culture of Hope.
- Able to lift 30 pounds.
- Other duties as assigned.

Key Competencies and Preferred Experience:

- Strong planning, organization skills, and attention to detail
- Strong communication skills, including written and verbal
- Working proficiency of Microsoft Office 365 suite (Teams, Outlook, Word, Excel, etc.)
- Be self-motivated and able to work independently, while also being able to function cooperatively as a member of a team
- Align with the vision, values, and doctrinal statement of Hope
- Four-year degree or equivalent work experience preferred
- Experience working with vulnerable populations preferred