

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 environment where every family knows they are loved and they belong. 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