



REDEEMER PRESBYTERIAN CHURCH

Job Description

Position: Mustard Seeds Special Needs Coordinator
FLSA Status: Non-Exempt
Band: 5
Work Hours: 8 hours/week, must work on Sundays between 10am to 12pm and 2 hours in the office
Department: East Side Children's Ministry
Report to: Children's ministry Director
Date: November 5, 2018

Job Summary

Redeemer Eastside Children's Ministry is looking to hire a part-time coordinator and teacher for the small but growing program for children with special needs in the Eastside Congregation.

Mustard Seeds is a special needs ministry for children whose families attend the Eastside morning service. These children learn best in a small classroom environment with a high level of adult support and a curriculum adapted to their learning needs and styles. The children benefit from a multi-sensory teaching approach and attention paid to their individual abilities.

The coordinator will be expected to spend the hours of 10 am to 12 pm at Redeemer's eastside morning service and at least two hours at the Redeemer office for meetings with the Eastside Children's Ministry, with the remaining time spent on preparation and outreach to existing and potential families.

Job Responsibilities

- Develop a curriculum plan, in conjunction with the Children's Ministry staff, and build appropriate adaptations into the curriculum for the Mustard Seed children's learning needs
- Coordinate the volunteer schedule, provide volunteers with both regularly-scheduled and on-the-job training, and regularly encourage and support the volunteers
- Prepare and provide the teaching lesson and enrichment activities (music, crafts, games) each week with multisensory props and supports tailored to the children's learning styles
- Communicate regularly with parents of the Mustard Seeds children about their goals for their children (spiritual, educational, behavioral)
- Model effective and compassionate interaction with the children for the classroom volunteers
- Ensure the class each Sunday is staffed with adequate volunteers, and supplied with appropriate toys, books, craft materials and snacks
- Respond to inquiries about Mustard Seeds from interested families, other churches and children's ministries, and other Redeemer ministries
- Engage with other special needs ministries and resources to ensure best practices at Mustard Seeds
- Engage with the Children's Ministry, Redeemer leadership and parent stakeholders to develop a vision for the development and future of the Mustard Seeds Ministry

Qualifications

- A growing Christian, deeply rooted in the gospel of grace
- Aligned with the doctrinal orientation of Redeemer Presbyterian Church and its core values
- 3+ years of experience in caring for children with special needs
- Educational degree or certification in at least one of the following areas: special education, occupational therapy, speech and language pathology, applied behavioral analysis or other evidence-based educational methodology
- Solid grasp and affirmation of faith in the Gospel
- Experience and effectiveness in motivating and training volunteers as well as managing a team
- Energetic and empathetic approach to children along with good judgment in managing a classroom