



# MISSION HILLS CHURCH

REAL. MESSY. NEW.

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## BUDDY MINISTRY COORDINATOR

**Department :** Ministry Environments

**Direct Report :** Kids Coordinator | Elementary

**Position :** Part-Time

**Hours :** 12 hours per week

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### WHY WE'RE LOOKING:

To create, implement and lead a special needs ministry that serves children birth-5th grade and their families.

### WHAT YOU'LL NEED:

- Education and/or experience that have prepared you for this role
- Commitment to our purpose: we exist because God loves the world & wants them to know it (John 3:16)
- Commitment to our mission: we help people become like Jesus and join him on mission. (Mat 28:19-20)
- Commitment to our vision: we're working towards reaching everyone on the Front Range of Colorado with the good news of Jesus
- Commitment to our core values: we're a crazy generous, daringly creative, intentionally improving, Bible-driven, kingdom-minded, tribe
- Agreement with our doctrinal statement (nothing radical here, we're a Bible-driven church that's part of Converge Worldwide)
- Background in special education, speech pathology, occupational therapy, physical therapy & psychology (preferred)
- Experience in administration of children's ministry specific to elementary (preferred)
- Demonstrates a clear commitment to and love for children with special needs and their families
- Team player, strong leader, shepherd, servant's heart, active learner, flexible, problem solver, and enthusiastic
- Partnering skills, organizational skills, self-starter, contributor, communication skills, and a servant leader
- Ability to recruit, motivate, equip, and manage Serve team members
- Hands on experience with children who have special needs
- Ability to "think on toes" and problem solve accordingly

### WHAT YOU'LL DO:

- Provide leadership for the Buddy Ministry families and Serve team
- Provide training to equip Serve team throughout the year and oversee their recruitment and onboarding process
- Recruit and develop high capacity Serve team members to help support the Buddy Ministry
- Management of the Sensory room for weekend services
- Consistently communicate with families and Serve team and be the face of the Buddy Ministry
- Coordinate the weekly scheduling and pairing of buddies/students
- Consistently connect with new families and provide continual support to families
- Paperwork management (intake forms, snap shots, etc.)
- Develop and implement special needs curriculum plans and child action plans as needed
- Attend team meetings on a regular basis
- Assist the Director with and participate in Sports Camp and special events as needed
- Meet regularly with the Kids Coordinator | Elementary to pursue ongoing spiritual and professional growth opportunities

### COMPENSATION:

We take good care of our people. The anticipated salary for this role is \$15,000 - \$20,000.