



Special Needs Coordinator

West Ridge Church, located in NW Atlanta, was founded in 1997 by Senior Pastor Brian Bloye. West Ridge has grown from just a handful of people meeting in an elementary school to over 5,000 people attending weekend services in person and online. Known as a non-traditional church, the mission of WRC has always been to lead people on a life-changing journey to become fully devoted followers of Jesus Christ.

ROLE SUMMARY

The Special Needs Coordinator is a part-time role that will report to the local outreach director and be responsible for leading the church's growing special needs ministry.

KEY RESPONSIBILITIES

- Recruit a team of Sunday morning volunteers who will commit to serving West Ridge's growing special needs ministry. Volunteers can help in ministering to those with special needs in one of two areas:
 - *One-on-One Ministry* — This ministry, targeted to kids with special needs from birth through 5th grade, assigns a volunteer to provide personalized care and attention to a child with special needs throughout his/her time in WR Kids/WR Kids Pre-K ministries on a Sunday morning.
 - *Out of the Box* — This ministry, targeted to those individuals with special needs ages middle school and older, is a large-group setting that offers praise and worship music, a Bible lesson and arts and crafts related to the lesson. Volunteers in Out of the Box will assist the group leader in providing personal care and attention to each student with special needs.
- Provide periodic training to those new volunteers in the special needs ministry. That training includes:
 - Showing volunteers that they don't have to be a special needs expert to effectively care for those with special needs. Oftentimes, creating a consistent rhythm of activity on Sundays and having a discussion with the student's parents and other caregivers to get tips on effective ways to manage that person's behaviors will make the difference.
 - How to manage extreme behaviors (meltdowns/running) that may be caused by overstimulation or disrupted routines.
 - Basic personal health and safety guidelines to protect both the individual with special needs and his/her volunteer caregiver.
- Provide strategic direction to the ministry ensuring that West Ridge Church is at the forefront of special needs ministries in our region when it comes to meeting the unique needs of our families with individuals with special needs while helping them become fully devoted followers of Christ. When requested, we can provide counsel to other churches that are interested in starting a special needs ministry.
- Maintain constant communication with volunteer leaders in each facet of the special needs ministry to ensure that they have the human/material resources needed to succeed while discussing and addressing any potential challenges/opportunities.
- Work closely with volunteer leaders to plan, execute and attend special events for the West Ridge Special Needs Ministry including:
 - *Night of the Stars* — Our biggest special needs ministry event of the year, this activity in early May provides a prom experience for approximately 150+ individuals with special needs (ages 13 and up) at West Ridge Church.
 - *Breakaway* — These Saturday events, which occur three times each year, are designed to give individuals with special needs a fun, memorable experience while providing his/her parents or caregivers a much-needed break from the daily rigors of caring for an individual with special needs. These half-day events usually occur in the spring, summer and fall.
- Build relationships with parents/caregivers of individuals with special needs and serve as a liaison between them and the church leadership in ensuring that the church is doing all that it can do to help them in their journey to become fully devoted followers of Christ.

West Ridge Church

QUALIFICATIONS & REQUIRED SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Person shall be a mature follower of Jesus Christ who is committed to helping those with special needs and their families become fully devoted followers of Christ
- A four-year undergraduate degree related to special needs education is valued but not required
- Must have at least three to five years of experience educating and caring for individuals with special needs
- Must be an excellent communicator who can build teams of volunteers and build relationships with individuals with special needs and their parents/caregivers.
- Demonstrable competency in Microsoft Office.
- Successful goal-setting, follow-up, and achievement skills.

Schedule: Sunday - Thursday

Average Hours/Week: 20-25 hours per week

Status: Part Time, Non-Exempt

Location: West Ridge Church - Dallas, GA

Reports To: Local Outreach Director

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. West Ridge Church Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.