



## **Special Buddies Coordinator Job Description**

**REPORTS TO:** Kid's Ministry Director

**POSITION TYPE:** Part-time, Hourly, up to 16 hours/week, \$18/hour

**PURPOSE OF THE POSITION:** To promote and execute a Kid's Ministry program for children with special needs.

### **PRIMARY STRENGTHS/GIFTS/TALENTS/SKILLS REQUIRED:**

- **Builds Relationships:** Uses appropriate interpersonal skills to work effectively with others on team and within staff; interacts with others in a personable, honest, genuine, and collaborative manner; builds coalitions and partnerships to enhance effectiveness.
- **Communication:** Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed as necessary.
- **Demonstrates good written, oral, and listening skills**
- **Builds Effective Teams:** Creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
- **Planning and Organizing:** Establishes appropriate procedures to complete work efficiently and effectively.

### **BASIC QUALIFICATIONS:**

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Enthusiastically embraces God's vision for Bay Area's Kid's Ministry
  - Strong organizational skills and attention to detail
  - Ability to prioritize and to be flexible as projects and their importance shift
  - Team player who works well with various personalities and has consistent, positive influence within the Kid's Ministry Team
- Teachable and approachable
- Agrees with BACC Statement of Beliefs, Position Papers and meets all requirements to be a Ministry Partner
- Attends BACC or is willing to begin attending

**RESPONSIBILITIES:** This position's responsibilities include, but are not limited to:

Weekend Responsibilities:

- Oversees Special Buddies program including leaders, room environment, furnishings, appreciation, etc.
- Assists Preschool and Elementary Coordinators with Sunday needs
- Assists with potential new volunteers
- Recruits Special Buddies Ministry volunteers
- Helps volunteers in rooms when needed

Weekday Responsibilities:

- Schedules Special Buddies and sends weekly roster email
- Connects with Special Buddies families
- Attends events on Kid's Ministry Calendar
- Other BACC responsibilities as assigned by the Kid's Ministry Director