



FIRST WOODWAY BAPTIST CHURCH

Position Title: Helping Hands Ministry Coordinator

Supervision: Pastor of Congregational Care

Status: Part-Time (hourly)

Time allotment: 20 Hours

Education: Bachelor's degree related to professional practice with children, youth, college, adults, and/or families living with special needs

Experience: Experience in ministry, education, or social services working with special needs individuals preferred

Competencies:

1. A born-again Christian, willing to make First Woodway church home
2. Called to identify and help meet the needs of special needs families
3. Skilled in relating effectively with staff, volunteers and special needs families
4. Experience in planning and implementing programs, curriculum and activities that benefit persons with special needs and their families
5. Proven ability to encourage, equip, and support volunteers
6. Develop working knowledge of public & private community resources for special needs families
7. Work cooperatively with the ministry team of First Woodway

Responsibilities and Time Expectations:

1. Director on Duty (6-7 hours per week)
Will be present each Sunday morning, Wednesday evening and special events; directing the HH ministry and addressing needs as they arise.
2. Family Liaison (3 hours per week)
Will serve as the primary point of contact between HH families and HH Ministry Team/ministry staff; including family interviews, updating records, supporting family support group and family activities; problem solve with families as needs arise and help connect with local resources.
3. Curriculum Planning and support (4 hours per week)
Responsible for planning curriculum for each room as well as setting each room up for Sunday mornings; coordinating weekly lessons with teachers.
4. Administrative and Ministry Support Activities: Calendar Scheduling, Event Planning and Training (4 hours per week)
Will execute all HH-specific administrative needs including but not limited to keeping records and updates for all students and volunteers, maintain budget records and purchasing requests, manage classroom maintenance, maintain resource directory for parents, volunteer recruitment and scheduling, event planning, volunteer training; communication for families and volunteers.
5. Staff member responsibilities (2 hours per week)
Will participate in all staff-related functions (as available), including a monthly meeting between Care Ministry staff and HH ministry team; coordinating and communicating with other church ministry leaders for inclusion opportunities; networking with sister churches in our area with special needs ministries.