

**Job Description for**  
**Special Needs Ministry Assistant for Students**

**Non-Exempt 20 hours per week**

The Special Needs Ministry Assistant for Students (Grades 6-12) coordinates a team of volunteers to work with families of students with special needs, medical needs, and learning differences attending Mount Vernon. They will assist in helping the church reach these families and students with the gospel of Jesus Christ. The position of Special Needs Ministry Assistant for Students is part-time and this position reports to the Associate Pastor for Students. The position identifies and implements accommodations to student ministry programs and events; recruits, trains, supervises, and supports volunteers working with students with special needs in small group and large group settings; and provides weekly communication to volunteers and parents. This position works closely with staff, volunteers, families, and visitors within the special needs ministry.

The position's tasks include but are not limited to:

- Attend regularly scheduled student ministry programming to supervise, coordinate and provide support as needed to students, families, and volunteers within the Special Needs Ministry of Student Ministry.
- Recruit, schedule, and supervise volunteers working within the Special Needs Ministry for Students, to include classroom teachers, classroom assistants, 1:1 buddies, on-call floaters, and volunteers for special events, as needed.
- Provide annual training and team building for Special Needs Ministry volunteers.
- Oversee background checks and safety training plans for ministry volunteers.
- Attend training specific to Special Needs Ministry for Students at least once a year.
- Serve as an advocate and encourager for ministry volunteers, students and their families.
- Develop individualized plans for students with special needs, medical needs, and learning differences to learn God's Word in a way that is appropriate, safe and meaningful to them. This will include family interviews on the phone or in-person.
- Communicate individualized plans to parents, staff, volunteers, and 1:1 buddies.
- Identify, plan and prepare materials to be used by volunteers to provide accommodations and support for students with special needs.

- Work with Student Ministry and Special Needs Ministry staff to order supplemental teaching and learning materials and distribute in a timely fashion.
- Meet weekly with the Associate Pastor for Students to discuss the status and needs of the Special Needs Ministry for Students.
- Develop and implement resources and programs to support the families participating in the Special Needs Ministry for Students.
- Facilitate, along with the Special Needs Ministry Assistant for Children, a smooth transition for students entering into Student Ministry from Children's Ministry.
- Cultivate collaborative relationships with other local churches and non-profit organizations that serve students with special needs within our community.
- Spend time growing spiritually through personal devotions, reading the Bible, praying and regularly attending church worship and Bible Study.
- Complete other tasks and duties as assigned.

#### Qualifications:

- Experience working with middle or high school students with special needs in a school or church setting.
- A committed Christian with beliefs and practices compatible with those of Mount Vernon Baptist Church.
- Ability to communicate clearly and effectively with Student Ministry staff, Special Needs Ministry Assistant for Children, volunteers, and families within the Special Needs Ministry.
- A passion for teaching and leading students of all abilities and needs, proclaiming the Gospel and nurturing spiritual growth and leadership development.
- Ability to creatively communicate the Gospel to reach students with a variety of learning styles, abilities, and special needs.
- Preferred: Associates degree or higher in a field of study related to special needs ministry, special needs education, childhood development, or Christian education.