

First Methodist Mansfield

Love God, Love Others, Serve the World

Director of Special Needs

Full-time salaried position

Reports to Executive Director

Supervises Program Director of Special Needs

Staff Purpose: The Director of Special Needs seeks to provide long term vision for the entire Special Needs Department. This position will serve to be a strong advocate to families and caregivers of children and adults with special needs while providing structure and procedures to ongoing programs that serve the church and the greater community.

Job Overview: The Director of Special Needs will serve alongside the Student Ministry Director and Children's Director supporting the larger vision for Family Ministry. This person should have a heart for the special needs community and the abilities to relate with parents and caregivers to enhance the lives of these children and adults.

Responsibilities and Duties: (include but not limited to:)

- Cast long term vision for the Special Needs Ministry
- Advocate for participants as well as parents and caregivers
- Engage parents and caregivers and help move them along the Discipleship path using the church database.
- Facilitate volunteer recruitment and training on a regular and ongoing basis.
- Provide coaching and training for parents and caregivers.
- Serve on boards and committees in the community to reach families that are not connected to church
- Develop and maintain basic procedures and safety measures for the entire ministry and specific programs within the ministry.
- Recruit and train volunteers for the ministry
- Support Program Director in planning and executing regular programs
- Host large events to gain awareness and reach the special needs community
- Develop and maintain partnerships with MISD, surrounding school districts
- Partner with agencies and life skills organizations to offer resources to parents
- Write grants for funding and other resources for the ministry
- Budget development

Required Qualifications:

- College Graduate preferably in Special Needs Education
- Minimum of 5 years in Special Needs Education or equivalent experience in a special needs setting.
- Knowledge of advocacy for Special Needs participants and caregivers.

- Experience working with all levels of Special Needs children and adults.
- A working knowledge of basic procedures for safety and inclusion for the entire ministry and specific programs within the ministry.
- Ability to use and learn church database, computer programs and email programs (Google Drive) that help with congregation involvement.

Benefits:

- Paid Time Off (detailed in Employee Handbook)
- Major medical coverage for employee.

The Director of Special Needs will adhere to the principles of confidentiality concerning the business of this ministry.