

<b>Job Title:</b>	<b>GraceKids Special Needs Director</b>	<b>Reports To:</b>	Director of Family Ministry
<b>Position Type:</b>	Part Time / Paid	<b>Workweek:</b>	10 hours
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Goals and objectives tied to weekly director reports</li> <li>• Leadership / volunteer oversight, coaching</li> <li>• Develop and enforce policies, procedures, and routines that ensure the safety of students, staff, and volunteers</li> <li>• Stay up to date on changes in the special needs community and make directors aware</li> <li>• Create and implement systems for program feedback and evaluation</li> <li>• Create criteria for program and environmental excellence for children with special needs (chill space)</li> <li>• Create and manage data from observation to improve lessons and activities</li> <li>• Implement activities for special needs community (respite events, Night to Shine, support groups)</li> <li>• Train campus directors on the process of identifying the special needs population and how to engage</li> <li>• Train and develop educational programs for the special need community</li> <li>• Provide resources to team on any new special needs issues</li> <li>• Stay up to date with Orange Special Needs curriculum and communicates to campus directors</li> </ul> <p><b>ADDITIONAL RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Recruit and support campus Grace Buddies Directors</li> <li>• Must have ability to commute to all campuses</li> <li>• Attend meetings and trainings requested by Director of Family Ministry</li> <li>• Must be able to work weekends as needed</li> <li>• Must be able to work alongside GraceKids Operations Coordinator and GraceKids Content Manager</li> </ul> <p><b>QUALIFICATIONS &amp; EXPECTATIONS:</b></p> <ul style="list-style-type: none"> <li>• Passion and enthusiasm for the mission of Grace Community Church... “Reaching the Northeast and beyond for Christ by making fully devoted followers of Jesus.”</li> <li>• Born-again Christian, baptized as an adult, and an official (active and voting) member of Grace Community Church</li> <li>• Lifestyle that demonstrates committed Christian character and fosters an exemplary reputation</li> <li>• Active in weekly worship</li> </ul> <p>Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job, duties, responsibilities and activities may change at any time with or without notice. Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities of this job at any time.</p>			
<b>Prepared By:</b>	Hortense Denny	<b>Date:</b>	October 31, 2022
<b>Approved By:</b>	Brenda Doiron	<b>Date:</b>	October 31, 2022
<b>Employee Signature:</b>		<b>Date:</b>	