



Job Title: Director, Can-Do Ministry	Created on: 9/1/2014
Reports To: Children's Director	Last Updated: 3/12/19

### **General Description**

The Director of the Can-Do Ministry is responsible for planning, organizing, and growing the ministry areas that reach out to families in our church and surrounding community who have family members with special needs.

### **Essential Job Functions**

- Manage and oversee the Sunday morning services for the Can Do Ministry including but not limited to lesson preparation, scheduling volunteers, coordinating participant needs, and other items as they arise.
- Manage and oversee the Sunday morning Can Do Adult group. This may include organizing volunteer opportunities or creating a classroom environment with lesson preparation, scheduling teachers, and coordinating with parents of our adults with special needs.
- Meet and work with parents of our Can Do students to create a specific program for each child's needs and abilities.
- Plan quarterly Grace Night events for children and adults with special needs and their siblings.
- Recruit, schedule, and train volunteers for the ministry.
- Train volunteers in other areas of GC Kids Ministries on special needs and sensitivity training.
- Train children and teens in our ministries on how to be sensitive to those with special needs.
- Engage with visitors at Grace Chapel who are a special needs family.
- Manage the ministry budget.
- Consult with Grace Chapel's Children or Youth ministries to observe and evaluate any new or ongoing behavior issues and or potential special needs that may be present.
- Coordinate buddies for Wednesday nights and any special events.
- Plan annual volunteer appreciation events.
- Maintain social media (Facebook & Instagram) for Can Do Ministry.
- Other duties and responsibilities as assigned by the Children's Director.

### **Education and Experience**

- This position requires a person who loves Jesus and has a passionate heart for His children.
- Education and experience working with children and/or adults with special needs is required.
- Previous experience as a teacher or work in the children's ministry field is preferred.
- Experience as a volunteer in one of Grace Chapel's Children's Ministry departments is preferred.