



**Open Ministry Position**  
Special Needs Coordinator  
Part-Time

**MINISTRY SUMMARY**

**Ministry Name:** CVC Kids/Indispensable

**Ministry Vision:** To invite children and families to new life in Christ.

**Overall Ministry Objective:** To uphold the vision of CVCKids to those with special needs through our Indispensable Ministry.

**POSITION DESCRIPTION**

**Accountability:**

The Special Needs Coordinator works alongside of and is directly accountable to the Children's Minister.

**Commitment:**

- Part-time position, 25 hours per week

**Qualifications:**

- Special needs experience and skill set
- Ability to recruit, develop, and lead people and ministry teams
- Leadership strengths with ability to think strategically, cast vision and build teams
- Demonstrate strong personal and ministry organizational skills
- Possess advanced communication and interpersonal skills

**Responsibilities:**

- Motivate with a vision for developing community where special needs students and adults can experience truths about the Christian faith and develop a relationship with Jesus.
- Recruits, develops, trains, and leads a team of volunteers and ministry leaders to serve families and individuals with special needs
- Serves as a liaison with CVCKids, CVCYouth, and Community Life Ministries in creating inclusion and self-contained learning opportunities for Sunday School, worship, and other family activities
- Connects personally with volunteers, families and students within the Indispensable Ministry

- Communicates and promotes special needs ministry within the congregation and community
- Networks with community leaders in order to identify and provide appropriate opportunities for families and students.
- Assess the spiritual needs of families with special needs children and discover and implement strategic methods to better partner with parents and guardians. Collaborate with other ministries as needed.
- Develop experiences to foster relationships with our families/guardians.
- Help plan, develop, and manage our special needs component of our annual sports camp outreach.
- Help plan, develop, and manage our Night to Shine Special Needs Prom Outreach.
- Serve as a liaison with the Cuyahoga County Department of Developmental Disabilities, the area schools, and other community resources.
- Complete and submit all administrative tasks as directed in a timely manner. Track the number of special needs children and families, volunteers and training.

**Experience:**

- Mature in faith: a student of the Word of God, committed to prayer, able to teach, shepherd, and mentor
- Enthusiastically supportive of the overall mission, vision and values, and strategies of CVC
- Passion for Children's Ministry, and a heart for families
- Visionary leader
- Skilled administrator and effective delegator
- Ability to troubleshoot problems as they occur in equipment along with the initiative to do so
- Approachable and teachable
- Patient and flexible enough to work with young and old volunteers alike

**Contact:**

If you have an interest or would like additional information, please email your resume to Denise Petek [dpetek@cvconline.org](mailto:dpetek@cvconline.org).

*Inviting people to new life in Christ.*

**Cuyahoga Valley Church, 5055 East Wallings Rd., Broadview Heights, Ohio 44147**