

Rocky River United Methodist Church
19414 Detroit Road
Rocky River, Ohio 44116

Position: VIP - Special Needs Assistant	Compensation: \$10/hr.- 5 hour minimum
Category: Non-Exempt	Hours: 3 Hours on Sunday / 1 week in summer for Vacation Bible School*
Revision Date: September 2018	Full, Part or Volunteer: Part-time

Overview of the Position: Assist the Children’s Ministry Director with children with special needs during the various Sunday school programs each week. Identify goals and integration strategies with the children, parents and staff for participation. Ensure the appropriate transitions between activities. Direct individual one-on-one volunteer aides.

Qualifications:

- Experience with assisting children and youth in a wide spectrum of special needs (example - autism, hyperactivity)
- Experience supervising and managing volunteer aides
- Excellent communication skills with parents, children, volunteer aides and with the Children’s Ministry Director

Important Characteristics:

- A Christ-like spirit of acceptance, warmth and conviction
- Ability to work as part of a team to support all within this Ministry

Responsibilities:

- Identify goals with the children, parents and staff as part of the integration process for children with special needs
- Develop individual strategies to improve transitions within the liturgy program for increased participation and safety
- Advise the Children’s Ministry Director and aides on how to address the needs of children for improved outcomes including information on appropriate curriculum and grade activities which are appropriate for each child
- Review outcomes with parents after each week’s session covering progress and challenges for increased participation

Other:

- *This position may require additional hours on an as needed basis to cover an additional half hour on Sunday if any VIP children join the choir
- Supervisor is the Children’s Ministry Director

