

# FT Kids Special Needs Central Director

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When you ask us what we do at MCC, you won't just get a job description; you'll hear a story. We are passionate about using our talents for God's purposes and that's why we've dedicated our careers to a ministry, not just a job title. We have the privilege of helping people take one step closer to Christ. As we do, we strive to be risk-taking, irrationally generous, spiritual contributors who laugh hard and honor God with integrity.

We want a FT Kids Special Needs Central Director who will assist the ministry efforts of MCC Kids by providing excellence in the implementation, resourcing, development, and execution of Special Needs services on all campuses. Keep reading if you think you're up for the challenge.

## **The basics:**

- A strong communicator who is self-motivated
- Exceptionally organized with a mind for administration but heavily relational
- Detailed oriented with the ability to organize people, tasks, and events
- A passion for Jesus with a heart for people
- Flexibility in a fast paced environment with a teamwork mindset

## **The works:**

- Develops, resources and casts vision for all Special Needs services and systems across all campuses.
- Responsible for leading, recruiting and developing our Special Needs teams for Thrive Rooms across all campuses.
- Provides and develops ongoing training for MCC Kids, Service Buddies, Childcare teams as well as Thrive Ministry leaders.
- Point person for fostering personal connections with families of special needs children, who require a Thrive Room environment.
- Tasked with facilitating a comprehensive Thrive Room experience tailored to the unique requirements of each child.
- Maintains a weekly leader schedule for all Thrive Rooms through PCO and manages new leaders through our PCO workflow process.
- Develops a tailored curriculum experience based off of our current MCC Kids curriculum, to meet the needs of our special needs children.
- Manages special needs spaces including Thrive rooms, sensory spaces & sensory bags.

- Manages the Special Needs budget.
- Engages in specialized training conferences/coursework/seminars dedicated to special needs education. Works towards becoming the MCC authority on all matters pertaining to special needs and is fueled by a passion for professional development.
- This position will expand with each campus and will include Student Ministry in the future.
- The primary advisor to MCC & Children Pastor for special needs issues and policy.
- Bi-weekly 1 on 1 meetings with the Children's Pastor.
- Attends weekly MCC Kids staff meetings, occasional training, monthly all staff meetings and annual retreat.
- Reports to the Children's Pastor.

**What it looks like:**

- This position would be a 40 hour per week position.
- A Team player who leads a highly productive leader team.
- Being able to move and adapt in a fast paced changing environment
- Must be able to agree to both the MCC Kids Covenant and MCC Doctrine Statement

**I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.**

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

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Date

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Department Signature

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Date