



Job Description: Shine Ministry Coordinator Assistant

POSITION SUMMARY:

Must possess a passion to work with families and individual with special needs, have a heart to serve, desire to grow in their faith and attend BRC on Sunday Mornings. Serve Shine Ministry onsite on Sunday mornings at 10:00 or 11:30 AM, weeknights, and special events. Will assume all onsite responsibilities in absence of the Coordinator.

ESSENTIAL RESPONSIBILITIES:

- Serve Sunday Mornings 10:00/11:30 services
- Observation of child and support to staff/volunteers during weeknight clubs and ministry events.
- Communicate with Coordinator when issues and concerns arise
- Collaborate weekly with Shine Coordinator
- Assist in Collaborating with Children's Ministry
- Assist in overseeing Sunday morning and weeknight volunteers
- Assist in implementing and adapting Sunday morning and weeknight programming
- Ensure that volunteers have a walkie talkie when serving a child 1:1 outside of the Shine room
- Collaborate with Coordinator when pairing student with 1:1 volunteer
- Collaborate with Shine Administrative Assistant on

FAMILIES:

- Bring concerns to Shine Coordinator, assisting and developing a response for the concern.
- Ensuring adequate communication in a loving and compassionate manner with Shine families

ATTEND MEETINGS/TRAINING/EVENTS (may or may not include):

- Staff meetings at BRC
- Assist with Bible study group (seasonal)
- Assist in meetings with Volunteers
- Assist in training via zoom/in person/pre-recorded
- Attend Shine family special events
- Attend as needed meetings/training with Children's ministry

ADDITIONAL RESPONSIBILITIES:

- Work with and perform other additional duties as assigned by the Shine Coordinator
- Become a student of special needs (diagnosis, language, cutting-edge ideas, etc.)

PERSONAL CHARACTERISTICS FOR THE JOB:

- Be a team player
- Good Listener
- Communicate with families with compassion, gentleness and empathy via email, in person, text or realm
- Flexible go with the flow
- Have ability to appropriately handle confidential information
- Have a desire to constantly meet, support and serve others
- Have problem-solving skills

EDUCATIONAL REQUIREMENTS:

- High School diploma
- Certificates or degrees/experience in the Special Education area would be a plus

OTHER:

- Be comfortable with public speaking in smaller settings
- Have some knowledge of speaking basic Spanish

HOURS OF WORK:

- The Shine Ministry Coordinator Assistant can work up to 8 hours/week
- If more hours are needed contact Shine Coordinator