ST. ANDREW

Disability Volunteer Coordinator

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

Summary

Under the direct supervision of the Associate Pastor of Congregational Care, the Disability Volunteer Coordinator will oversee the recruitment, scheduling, training, and support of families with disabled children and Disability Support Volunteers. This role ensures the Disability Ministry operates efficiently while maintaining a welcoming, inclusive, and engaging environment for children and their families. The Disability Volunteer Coordinator will have the full support of the Congregational Care staff to provide the leadership for this important ministry along with the coordination of volunteers for Sundays to create an engaging ministry to oversee the spiritual development and training of children with disabilities while they are here at church. The Disability Volunteer Coordinator is also in direct communication with parents of the children who participate in this program to ensure health and safety while parents attend church services.

Essential Functions

Volunteer Recruitment and Retention

- Proactively recruit, onboard, and retain Disability Support Volunteers to meet the needs of the Disability Ministry programs.
- Build relationships with church members to identify potential Disability Support Volunteers and invite them to serve.
- Maintain a database of Disability Support Volunteers, tracking roles, availability, and contact information.
- Coordinate with the Children's Volunteer Coordinator.

Scheduling and Coordination

- Create and manage volunteer schedules to ensure adequate coverage for all Disability Ministry programs.
- Communicate schedules, responsibilities, and expectations to Disability Support Volunteers in a timely and clear manner.
- Handle last-minute scheduling adjustments and ensure consistent Disability Support Volunteer engagement.

Volunteer Training and Development

- Conduct onboarding and training sessions to prepare Disability Support Volunteers for their roles and align them with the ministry's mission and goals.
- Work with the Children's Volunteer Coordinator to provide ongoing development opportunities to help Disability Support Volunteers grow in their skills, faith, and service.
- Ensure all Disability Support Volunteers comply with church policies, attendance policies, safety protocols, and background checks.
- Ensure volunteers understand the mission of the ministry and their role in supporting children's spiritual growth.

Collaboration and Ministry Alignment

- Seek at all times to provide for the health and safety of all children in the Disability Ministry program as well as to establish goodwill and trust of parents.
- Ensure families and staff understand the mission of the ministry and their role in supporting children's spiritual growth.

- Evaluate curriculum that is developmentally appropriate and engaging in order to help children in their spiritual formation, with the approval from the Children's Ministers
- Create fun, engaging and inviting Disability Ministry Sunday Programming
- Create and implement Disability policies/procedures when needed
- Pursue opportunities for personal growth and development in order to grow in leadership abilities as well as continually growing the Disability Ministry.

Competencies

- A deep love for Jesus Christ and a passion for serving children and families.
- Strong interpersonal and communication skills with the ability to inspire and motivate volunteers.
- Highly organized with excellent time management and multitasking abilities.
- Experience in volunteer management, recruitment, or leadership (preferred but not required).
- Familiarity with children's ministry programs and an understanding of age-appropriate engagement for kids.
- Proficient in basic computer applications (e.g., email, spreadsheets, and volunteer scheduling software).
- Ability to work collaboratively as part of a team and adapt to changing needs.

Supervisory Responsibility

This position will lead volunteers.

Physical Demands

This is largely a sedentary role; however, some physical activity may be required. This may require the ability to stand and move around for extended periods, lift objects up to 50 pounds and assist students with physical disabilities.

Position Type and Expected Hours of Work

This is a non-exempt part-time position at 28 hours per week, including Sundays, 8:00 am to 12:30 pm. Weekly hours will vary depending on ministry needs, church schedule, and special events. Flexibility is required to ensure proper volunteer support and training.

Travel

No travel is expected for this position.

Preferred Education and Experience

- High School Diploma
- Experience with Disability Support
- Experience in volunteer recruitment, coordination, and retention strategies
- Familiarity with child safety protocols, including background checks and training requirements

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If interested in applying for this position, please submit your resume, statement of faith to

resume@standrewmethodist.org