

Waypoint Church

Job Description

Job Title: WayKids Volunteer and Special Needs Coordinator
Department: WayKids
Reports To: WayKids Associate Director
FLSA Status: Exempt, Full-Time

SUMMARY

The WayKids Volunteer and Special Needs Coordinator provides leadership for volunteers at the St. Charles campus. This role champions a healthy volunteer team in recruiting, onboarding, scheduling, and encouraging volunteers for Sunday morning ministry and ministry events. The coordinator helps ensure that volunteers are prepared, equipped, and connected to the mission of making disciples of Jesus Christ.

This position also provides oversight for the Special Needs Ministry, recruiting and developing volunteers for the buddy team and special needs room, implementing safety procedures, and creating meaningful discipleship opportunities for children and individuals with disabilities. Through collaboration with ministry staff and volunteers, this role helps ensure every child is seen, safe, and cared for.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Volunteer Support

- Champion a welcoming, mission-focused volunteer team and ministry culture.
- Assist with recruiting volunteers for children's ministry.
- Guide prospective volunteers through the onboarding process, including applications, background checks, training requirements, and placement.
- Maintain accurate volunteer documentation on approved ministry platforms.
- Manage volunteer schedules and assignments for Sunday morning ministry and special events.
- Monitor volunteer staffing needs and proactively address gaps in coverage.
- Coordinate substitute coverage when volunteers are absent.
- Provide Sunday morning leadership support by stepping into volunteer roles as needed.
- Conduct regular volunteer check-ins to provide encouragement and development.
- Assist in planning and implementing volunteer training initiatives throughout the year.
- Coordinate volunteer appreciation efforts, including birthday acknowledgments, Sunday morning treats, and seasonal encouragement opportunities.
- Help communicate ministry vision, expectations, and updates to volunteers.

Summer and Special Event Support

- Serve as the primary volunteer coordinator for VBS, camp, and seasonal ministry events.
- Develop volunteer staffing plans, assignments, and training for ministry events.
- Coordinate volunteer communication before, during, and after ministry events.
- Support event logistics, preparation, and execution in partnership with WayKids staff.
- Participate in event evaluation and identify opportunities to improve volunteer experiences and ministry effectiveness for future events.

Special Needs Ministry Leadership

- Recruit, train, schedule, and support 1:1 buddies and special needs ministry volunteers.
- Develop and maintain ministry processes that promote safety, consistency, and effective care for participating individuals.
- Communicate with families to understand individual needs and help provide appropriate support and accommodations.
- Develop and implement discipleship resources and ministry opportunities appropriate for participating individuals.
- Acquire and organize weekly curriculum supplies and maintain the sensory room.
- Evaluate ministry effectiveness and recommend improvements to strengthen inclusion and discipleship opportunities.

General Responsibilities and Expectations

- Represents and is aligned with Waypoint Church's vision, goals, values, and policies.
- Spends time daily in prayer and Bible study.
- Works well with others and within a team.
- Proficient and teachable in Word, Excel, Outlook, Canva, and Rock.
- Maintains flexible working hours with Sunday morning presence and participation in key children's ministry events throughout the year.
- Manages time well.
- Serves regularly in Sunday morning WayKids.
- Maintains confidentiality and composure under pressure.

PERSONAL QUALIFICATIONS

Character Traits

- Passion for Christ, the gospel, and the local church
- Evidence of continued spiritual growth
- Participation in the life of the church
- High integrity and strong work ethic
- Self-directed team player

Gifts, Skills, and Talents

- Strong organizational and administrative skills
- Excellent interpersonal and communication abilities
- Attention to detail and follow-through
- Ability to discern needs and respond appropriately

EXPERIENCE

- Experience in volunteer coordination, administration, special needs ministry, special education, or ministry leadership preferred

EDUCATION

- High school diploma/GED with related experience
- Associate or bachelor's degree preferred