



# Additional Care Coordinator Job Overview

*Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.*

**JOB TITLE:** Additional Care Coordinator

**FLSA STATUS:** Exempt

**DEPARTMENT:** Care

**TIME REQUIREMENTS:** Full-time; in-office

**REPORTS TO:** Additional Care Director

**CLASSIFICATION:** Ministerial Role

**VISION:** Abiding in Jesus, we are making disciples together.

**POSITION SUMMARY:** Responsible for overseeing all aspects of Kids, Students and Families in our Additional Care ministry. Coordinate Parents Night Out (Respite) ministry team under the direction of the Additional Care Director.

## POSITION RESPONSIBILITIES:

1. Recruit volunteer leaders and onboard new team members in collaboration with Kids and Student Teams
2. Manage leader onboarding (training, Buddy/child matchups, team scheduling, roster management)
3. Maintain accurate contact records for Kids, Students, Families, and Leaders in database and file systems
4. Develop and execute communication plan for leaders in partnership with ACM, Kids, and Student Teams
5. Coordinate weekly Sunday Kids and Student Inclusion ministry support and volunteer teams
  - a. Work rotating Sunday schedule alongside lay leader team to ensure weekly support
6. Organize and oversee all aspects of Kids and Student Inclusion ministry including:
  - a. Training process for new leaders (hybrid role with Special Needs training and Kids safety policies)
  - b. Team building (connecting, equipping, inspiring, shepherding) volunteer leader teams
  - c. Evaluate enrollments and connect Kids and Students with a buddy or classroom opportunity
  - d. Facilitate relationships and communication between leaders ("Buddy Teams") and families
  - e. Inclusion of Kids and Students in weekend ministries serving birth through students in grade 8
  - f. Inclusion of Students in Watermark Students midweek ministries and small groups (grades 6-12)
  - g. Coordinate weekend Additional Care Classroom ministries and curriculum for Kids and Students
  - h. Collaborate with Kids and Student Teams to evaluate buddy support, placement, and success
  - i. Plan and coordinate team events and trainings as directed by the Additional Care Director
7. Steward resources and operate within the allotted portion of the Kids and Student Inclusion Care budget (facilities, events, t-shirts & lanyards, materials for activities & events, supplies, snacks, etc.)
8. Provide support for Inclusion Care ministry programs and events and ACM family events, as directed
9. Participate in general Watermark staff-required activities (expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other "all hands-on deck" events, etc.) and Care Team "all hands-on deck" events

## ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Passion for relational ministry to and with kids and students with additional needs and their families
- Desire and vision to include people with special and additional needs in the ministry of the church
- Recruit and lead volunteer leaders serving kids and students with differences and disabilities
- Shepherd, encourage, and cast biblical vision to volunteer leaders for inclusive environments
- Coordinate a ministry, provide administrative support, and manage multiple organizational tasks
- Flexible, humble, teachable, servant's heart
- Proven leader in ministry (volunteer or full-time)
- Demonstrated call to love, value, and advocate for people with special and additional needs
- Proven organizational skills, detail-oriented, conscientious, and thorough
- Experience in previous administrative or ministry coordination role
- High trust in God for outcomes and able to rest faithfully

*All employees' job descriptions are subject to change from time to time at the sole discretion of management.*