

Job Description

Title: HUGS Director
Supervisor: Family Life Pastor
Status: Non Exempt (*hourly*)
Hours per Week: 25 hours



Overview:

The HUGS (Special Needs) ministry exists to provide a safe and accepting environment, where we teach the love of Jesus to our students while freeing caregivers to find and follow Jesus.

Essential Duties and Responsibilities

- Clearly communicate a vision for the HUGS ministry.
- Oversee the intake of all new families to determine proper placement into appropriate programs.
- Recruit and develop a network of spiritually gifted teachers, leaders, mentors and buddies who will disciple students with disabilities toward spiritual maturity in various settings.
- Promote the development and growth of the HUGS ministry.
- Coordinate the curriculum needs for the various ministries of HUGS.
- Coordinate and facilitate HUGS leader training events.
- Recommend facility resources as needed.
- Maintain a database and Web site for the HUGS ministry.
- Develop a program for evaluating the performance of HUGS team members and their performance in the classroom.
- Develop community based partnerships that serve Carroll, Baltimore and nearby Pennsylvania County's individuals with cognitive and physical disabilities.
- Oversee the administrative functions of the ministry:
 - Keep the Fellowship One database for HUGS up to date.
 - Track attendance.
 - Follow-up with first-time visitors and general ministry inquiries.
 - Volunteer reference checks.
 - Develop and maintain ministry budget, forecasting future needs.

Competencies

Leadership - Ability to inspire and lead the ministry toward a common goal by building trust, raising up volunteer leaders, demonstrating optimism, and investing in the volunteers as well as in the families we serve.

Developing volunteers. Is able to identify talent and recruit capable people into positions of responsibility; provides challenging and stretching tasks and assignments for others to do;

delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable.

Teamwork – Works well with supervisors and staff members to establish an overall collaborative working relationship where HUGS is considered when planning all church-wide events in which HUGS families will be directly impacted.

Organization and Planning- Plans, organizes, and schedules ministry and outreach events, such as movie nights, ice cream socials and Family Fun Day, in an efficient, productive manner.

Strong relational skills - shows sensitivity to and awareness of how people are responding and relating.

Enthusiasm – Exhibits passion towards our students and excitement over progress made.

Communication - Ability to communicate one on one and to small or large groups.

Education and Experience

- Minimum of 1 to 3 years experience as a HUGS team member, or in a disability related professional field.
- Possession of a BS/BA Degree in Special Education or related field, or extensive disability ministry experience.
- Working knowledge of Microsoft Office, database, and other related applications.