



Position Title: Access Ministries Assistant

Hours/week: 15 hours/week

Reports To: Coordinator of Access Ministries

PRIMARY RESPONSIBILITIES:

1. Assists all Access Ministry programs, staffing and events on all campuses (includes adults with disabilities, respite program, special events)
2. Programs, develops, leads and executes an Access event(s)
3. Builds community with Access families
4. Assists in modifying curriculum for participants when appropriate
5. Actively participates in Woodmen Kids staff meetings at least once a month
6. Assists in developing/implementing activities and opportunities for spiritual growth in each student; finds/creates serving opportunities for participants and their families
7. Assists in the development, training and support of Access MPs
8. Meets one-on-one with program supervisor
9. Assists in managing programming during weekend services (observing students, offering suggestions for working with students, assisting in behaviors, filling in as a substitute teacher or shadow, etc.)
10. Mandatory reporter/advocate for Access participants; keeps Director and Pastors informed of situation(s)
11. Maintains specified, yet flexible weekly office hours
12. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A member of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Exploring a call to work with those who have special needs
4. A passion for those with disabilities and proven ability to relate to, communicate with and advocate for this population regardless of age group
5. Ability to assess behaviors and create behavior support plans; able to be flexible and remain calm in emergency situations
6. Detail oriented and organized; ability to be gentle, yet firm, in resolving conflict
7. There will be observable evidence that this individual has a healthy family life. If married their spouse must be a believer, supportive of his/her ministry, and involved in the church. If single, this person will display and uphold high moral and biblical standards in their interpersonal relationships
8. Ability to lift up to 50 lbs.
9. Ability to walk, run, climb stairs
10. Ability to safely assist with others' toileting needs
11. Willingness to become CPR certified
12. Endurance to maintain a rigorous schedule of activities, as well as keep up with a population with disabilities
13. Reliable transportation to commute between campuses and activities
14. Weekend hours required; available for evening activities as needed