



CANYON HILLS  
COMMUNITY CHURCH

## JOB DESCRIPTION

### SPECIAL NEEDS COORDINATOR

22027 17TH AVE SE  
BOTHELL, WA 98021

INFO@CHCCBW.ORG  
425-488-4121

CANYONHILLSCOMMUNITYCHURCH.COM

CONTACT:

JON HUFF

OPERATIONS AND  
ADMINISTRATIONS  
DIRECTOR

## SPECIAL NEEDS COORDINATOR

Canyon Hills Community Church | Bothell, Washington

CANYON HILLS COMMUNITY CHURCH is a thriving church community located in the suburbs of Seattle. Planted in 1995, the church has grown to more than 4,000 weekly worshippers on its Bothell campus. In addition, Canyon Hills reaches beyond the local community and extends to over 25 countries worldwide through its flourishing global partnerships. Your future colleagues will inspire and challenge you to use your gifts to further the CHCC mission of "making more and better disciples of Jesus Christ." Community, creativity, and collaboration are at the heart of the workplace at Canyon Hills. Are you interested in making an impact with the good news of the gospel? Join us.

### THE ROLE AT A GLANCE:

We are seeking a part-time (15 hours weekly) Special Needs Coordinator who will assist in the oversight, direction, and administration of the Special Needs Ministry. We are looking for someone with a heart and love for those with special needs, who understands team dynamics, has strong relational and organizational skills, is a creative thinker, has experience working with students with special needs and their families, and can work well with kids, volunteers, and families in our congregation and community.

### WHY THIS ROLE IS IMPORTANT TO CANYON HILLS:

Pouring into the families with special needs in a safe, welcoming, and engaging environment is at the heart of our Special Needs Ministry at Canyon Hills. Through working closely with the Children's Ministry staff, volunteers, parents and students, the Special Needs Coordinator will join our Children's Ministry Team in contributing to the mission of Canyon Hills Community Church.

### IN YOUR NEW ROLE, YOU WILL:

- Support the Senior Pastor in carrying out the mission and vision of the church
- Help shape the vision and assist in the oversight, direction, and administration of the Special Needs Ministry
- Oversee recruiting, training, scheduling, and staffing of volunteers for the Special Needs Ministry
- Provide resources for parents
- Maintain regular communication with parents, volunteers, and students
- Oversee students and job-coaches in our Special Needs Employment Program

### IN THIS ROLE YOU WILL REPORT TO:

- The Children's Pastor



## WHAT YOU WILL NEED TO SUCCEED:

- A growing relationship with Jesus.
- A heart for ministry
- Experience teaching and working with Special Needs students and families
- Creative and organized thinking
- Wisdom in decision making
- Gifted and skilled leadership
- Experience speaking in front of a group of kids and adults
- Excellent and prompt communication (written, verbal)
- Team-Player mentality
- Strong work ethic with attention to detail and the ability to multi-task
- Theological alignment with CHCC
- Commitment to the mission and purposes of CHCC
- Membership at CHCC upon hire.

## WHY CHOOSE CANYON HILLS?

We believe a church should be one of the best places to work, where staff love their jobs, enjoy their teammates, and maximize their gifts for effective ministry. In addition, we believe the church should take care of their employees through competitive salaries and comprehensive benefits. Canyon Hills staff members are well-loved and cared for. Full-time employees enjoy a compensation package including: healthcare (with dental and vision); health savings account (HSA); a generous retirement match; and life insurance. We also offer unique professional development opportunities—opportunities to travel globally for missions, and resources to help you love your work and develop your gifts and abilities.

- Planted in 1995, Canyon Hills has grown to be one of the largest church communities in the greater Seattle area with over 4000 weekly worshipers.
- Through the generous support of Canyon Hills, 27 Global partners take the mission of making more and better disciples around the world.
- The local community is shown the love of Jesus through the compassionate ministry of the Canyon Hills Food Bank.
- More than 2000 members participate in one of 190 Life Groups offered for community and Christian growth.
- The Canyon Hills Counseling ministry is certified through the Association of Christian Biblical Counselors and offers hope through individual counseling sessions and support groups (we call them Hope Groups).
- College-level courses are offered throughout the year through the Canyon Hills School of Discipleship, challenging members to go deeper in their faith.
- Canyon Hills Worship not only provides passionate weekly worship experiences but, through Dream Records (a subsidiary of Capitol Records), provides recordings for the church to worship with throughout the year.
- Excellent ministry provided for children and students, draws many to the Canyon Hills family.



## OUR STAFF CORE VALUES:

More than words on a page, our staff values drive our actions and impact every level of our practice. We're building a work culture that allows our staff to use their gifts for the glory of God and the mission of Canyon Hills Community Church.

### ■ GOD-GLORIFYING, GOSPEL-CENTERED, AND BIBLICALLY-SOUND MINISTRY:

We are a local expression of the bride of Christ, with one mission: to make more and better disciples of Jesus.

### ■ CRAZY CARE:

We recognize that love is proof of our discipleship, and so we are committed to over-the-top love and care for people.

### ■ CRUSHING-IT EXCELLENCE:

We don't do our work for ourselves or for others, we do it to glorify God. If there was ever a place to "crush-it," this is it!

### ■ RIDICULOUSLY RESPONSIVE:

The best way we can demonstrate to others that they are important and matter to us, is to be ridiculously responsive in our response to fellow staff, church members, or others.

### ■ UNREAL TEAMWORK:

We are all in this together, and while we all have our individual jobs, we will come alongside and support one another whenever possible.

### ■ FREEDOM TO FAIL:

We recognize that not every idea is a good one, and sometimes you don't know until you try. We have a culture where everyone is growing, thriving, and learning from their mistakes.

### ■ OVER-THE-TOP COMMUNICATION:

We realize that ministry is much more effective when there is clear communication. We make it a priority to clearly communicate with staff, volunteers, and our church family.

### ■ CONTAGIOUS FUN:

While we are here to work hard and accomplish all that God has called us to do, we want to have a great time doing it by making the work environment enjoyable and fun.