

SNAP Coordinator – Children’s Ministry

Primary Function

Coordinate weekly program and events for special needs children and their families at Petra.

SNAP Responsibilities

1. Oversee the Petra SNAP Program, including recruiting, onboarding, and scheduling volunteers/buddies, as well as coordinating SNAP families’ attendance and buddy needs. Follow SNAP protocols for onboarding new buddies and cultivate a culture of appreciation to our SNAP buddies and volunteers.
2. Maintain the monthly SNAP calendar and communicate weekly scheduling reminders to buddies and families. Be present and available on Sunday mornings to support SNAP team members.
3. Welcome and onboard new SNAP families by serving as the first buddy to meet the family, assess the child’s needs, and determine the classroom and support that would best suit the child.
Update biennially.
4. Coordinate Strengths-Based Support Plans by initiating the process of sending plans to families for completion and maintaining an organized collection for reference as needed.
5. Facilitate regular SNAP Leadership Team meetings, including preparing agendas and identifying items that need discussion, attention, or follow-up.
6. Serve as a liaison between SNAP families, the Children’s Director, Prayer Coordinator, and other members of the SNAP Leadership Team, ensuring communication and needs are appropriately addressed.
7. Plan and oversee SNAP events, including the annual SNAP Picnic and Winter Luncheon, in collaboration with the SNAP Leadership Team.
8. Provide and maintain resources for the SNAP room and buddies, ensuring appropriate materials, sensory toys, and other equipment are available, organized, and suitable for the children who use the SNAP room on Sundays.
9. Meet regularly with the Children’s Director for oversight, vision planning, and accountability.

Qualifications

1. Biblical character qualifications of a leader; character above reproach, a person of integrity (I Timothy 3)
2. Spirit filled and flowing in the gifts
3. Servant's heart with a submissive, teachable spirit
4. Willing to embrace Petra's philosophy of ministry and committed to the vision of the Lead Pastor and Elder Team
5. Clear anointing, calling, gifting, and experience in working with children, including those with special needs
6. Team player with an equipping style of leadership
7. A love of children and a passion for nurturing/training them, skills for relating to children and adults; good people skills
8. Administrative skills and experience; ability to delegate; experience in overseeing multiple staff
9. Enthusiastic, high-energy level, hard worker, and high level of self-motivation; requires little supervision

Petra Church Christian Values Statement

Petra Church believes its ministry is most effective when its staff lives out an authentic, committed relationship with Jesus Christ. Each staff member is called to maintain a vibrant fellowship with Him as Lord and Savior and to serve as a full-time ambassador of Christ and the Church. Staff are expected to reflect the message, mission, and character of Jesus both on and off the job. They are encouraged to pray for the Church and one another, to participate in staff ministry gatherings, to offer biblical counsel, and to model faithful stewardship through tithing and serving.

Conduct Policy

We believe our staff, pastors, ministry leaders, members, and volunteers need to demonstrate Christian character and high moral values. The Bible is our guide, and it gives us instructions for holy living, such as found in Galatians 5:19-23; 1 Thessalonians 4:3-8, and 1 Corinthians 6:9-11. The use of illegal drugs, life-controlling practices, viewing of pornographic materials, sexual activity outside of a heterosexual marriage, and homosexual and transgender behavior are incongruent with the Christian standards of character and morality we promote. Our mission is to be a healing and safe place for all people; we support those in recovery and in transformation. For this reason, we discourage the use of tobacco and alcohol.

Accountability

Children's Director

Status

Part-time position (4-6 hours weekly), reviewed annually