



# Position Available at Grace Polaris Church

## POSITION TITLE

Grace Kids Recharge Coordinator

## WORKING HOURS

Hosting 9 events per year (each event is 3.5 hours)

## SALARY RANGE

Compensation for this position is based on education and/or experience.

## OVERVIEW

Recharge is a respite care ministry of Grace Polaris Church for families of children with special needs and their siblings. While parents enjoy time to rest and refresh, children experience a safe, joyful environment where they hear a Bible story, eat pizza, complete a craft, and enjoy meaningful interactions with loving volunteers. Recharge typically meets one Saturday a month, with several scheduled breaks throughout the year.

## FOCUS

The Recharge Coordinator serves under the supervision of the Grace Kids Director and Assistant Director. The ministry first serves families within our church, opening additional spots to the community as space allows. Our desire is that every child who attends feels loved, accepted, and encouraged to know Jesus more.

The Coordinator provides leadership for all aspects of the ministry, oversees a team of volunteers, and communicates proactively with families to understand and support each child's specific needs. This includes gathering detailed information and completing care plans that ensure safety, consistency, and individualized support during each event.

## RESPONSIBILITIES

- Lead and oversee the monthly Recharge event on Saturday afternoons
- Recruit, screen, train, schedule, and support volunteers
- Manage family registration, room assignments, and participant communication
- Gather, prepare, and organize all materials and supplies
- Coordinate set-up and tear-down for each event
- Provide emergency first-aid assistance and behavioral support as needed

## QUALIFICATIONS

- Affirms and embodies the beliefs and values of Grace Polaris Church
- Is a member or willing to become a member of Grace Polaris Church
- Experience or training in working with individuals with special needs
- Strong technology and computer skills
- Excellent communication, organizational, and time-management skills