

JERSEY CHURCH

Job Description for Kids Ministry Special Needs Coordinator (Part-Time)

Position

Kids Ministry Special Needs Coordinator

Hours

Part-Time, Non-Exempt – 10-12 hours/ week
(Including Sunday Morning, Wednesday Nights and Special Events)

Reports to

Kids Minister

Direct Reports

None

Purpose

The Kids Ministry Special Needs at Jersey Church will lead and coordinate the Special Needs Ministry with the Kids Ministry, ensuring that children, (at times teens), with special needs are included, supported, and spiritually nurtured. The Kids Ministry Special Needs Coordinator will serve as a bridge between families, volunteers, and church leadership to help create both integrated and specialized environments where all can participate meaningfully.

Duties and Responsibilities

Program Development & Oversight

- Develop and maintain both integrated and special needs classrooms, ensuring appropriate curriculum and supports.
- Lead curriculum selection, sensory resources, visual supports.
- Plan and oversee a regular sensory-friendly worship service or event.

Volunteer Management & Training

- Recruit, train, schedule, and support volunteer “buddies” and special needs classroom leaders.
- Provide ongoing training on behavior support, communication adaptations, sensory regulation, inclusion practices.
- Maintain volunteer records (background checks, certifications, trainings).

Family & Participant Support

- Conduct family intake meetings to understand needs, preferences, and support plans.
- Serve as a resource for families—connecting them to tools, respite, and relevant support.
- Monitor and follow up with the child’s progress, attendance, and comfort.

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and sending them out to begin Kingdom movements.

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Collaboration

- Work with other ministry leaders (Kids and Students) to ensure inclusion / integration opportunities.
- Coordinate with facilities/teaching teams for classroom accessibility and sensory tools.
- Partner with communications for promotion, web content, event coordination.

Safety, Compliance & Environment

- Ensure classrooms and ministry spaces are sensory-friendly, safe, and well-maintained.
- Oversee policies (child protection, inclusion, emergency plans) are followed.
- Maintain inventory of needed materials, tools, visual aids, etc.

Administration & Reporting

- Manage curriculum and supply budget for Special Needs Ministry.
- Track attendance, feedback, outcomes.
- Report periodically to church leadership on ministry growth, challenges, and opportunities.

Skills and Qualifications

- Experience (1-3 years preferred) working with individuals with disabilities in ministry, education, or social settings.
- Passion for ministry with people with special needs; compassionate, patient, humble.
- Strong communication (verbal, written), relational skills.
- Ability to adapt teaching, communication, and environment to varying needs.
- Organizational ability: scheduling, inventory, record-keeping.
- Some theological or biblical knowledge; align with church doctrine/values.
- Willingness to work Sunday mornings, Wednesday nights, some evenings/weekends for programs or events.
- Preferred: certification or training in behavior support and/or special education. First Aid / CPR certification a plus.

Other

- In complete agreement with the Baptist Faith and Message
- Alignment with Jersey Church vision and mission
- Must maintain confidentiality and trust in all church matters.
- Must love the Church and be willing to serve under the authority of the Senior pastor.
- Conservative theological views.
- Must be a member or willing to become a member of Jersey Church

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