

RKIDZ SPECIAL NEEDS ASSISTANT

Job Description



Primary Purpose

To support the Special Needs Coordinator with the Special Needs program where children and their families feel welcomed, loved, and connected each Sunday. The Special Needs Assistant will be responsible for administrative duties, assisting with communication with parents and volunteers, training of buddies, and collaboration with the RKidz Team to ensure a safe environment for children with special needs or those that require a buddy pairing.

Position Requirements

- College degree preferred, or minimum 3 year's related experience.
- Minimum 1 year experience working or volunteering with individuals with developmental disabilities is required.
- Ability to engage with children in a developmentally appropriate manner.
- Strong desire and ability to love and lead volunteers.
- Experience working or serving in ministry setting.
- Experience with Church Community Builder (CCB) database to schedule and communicate, preferred.
- Proficient knowledge of Mac and basic computer skills.
- Professional presence on the phone and in-person.
- Excellent verbal and written communication.
- Ability to work independently, as well as with a team.
- Ability to be teachable, seeking out coaching and learning for growth and development.

Position Responsibilities

- Assist with onboarding which includes preparing training materials, gathering volunteer paperwork, and orienting new volunteers to procedures and classroom expectations.
- Coordinate weekly volunteer scheduling, track availability, confirm assignments, and communicate schedule updates.
- Support volunteers on Sundays through check-ins, prayer, and practical help to ensure they are supported and confident in their roles.
- Provide hands-on support in the special needs environment by assisting Buddies and small group leaders with behavior strategies, safety, transitions, and resource needs.
- Prepare classrooms each week with necessary visuals, sensory tools, supplies, and equipment.

Ministry Department:

Next Gen Ministries

Reports To:

RKidz Director

Status:

Part Time (25 hours/week,
including Sundays)

Revised:

November 2025

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.

We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!

- Fill in as a Buddy when needed to ensure every child is cared for and included.
- Assist with preparing curriculum modifications and individualized tools for children as directed by the Coordinator.
- Organize materials, maintain inventories, and ensure sensory and adaptive tools are stocked and in good condition.
- Assist with events that resource and provide respite for families with children who have special needs. This includes the planning, execution, set up/tear down, and hosting the event with the Special Needs Coordinator.
- Partner with the Next Gen Team to gather information on upcoming events and assist with accommodations and preparation.
- Pray for, encourage, and champion families and volunteers as part of the ministry's mission.

Personal and Spiritual Requirements

Has a growing relationship with Jesus, and a commitment to spending daily time with Him.

Models a strong relationship with his or her spouse (if married) and children (if applicable).

Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships, and actions.

Practices servant leadership

Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity.