

BUDDY PROGRAM COORDINATOR

Job Description



Primary Purpose

To create structure and maintain the Special Needs program where children and their families feel welcomed, loved, and connected each Sunday. The Special Needs Coordinator will be responsible for all administrative duties, communication with parents and volunteers, collaboration with the RKidz Team, and ensuring a safe environment for children with special needs or those that require a buddy pairing.

Position Requirements

- College degree preferred, or three to five years of relevant paraprofessional experience.
- 3-5 years of professional working experience with individuals with developmental, cognitive, behavioral, sensory, communication and physical disabilities.
- Minimum 3 years experience leading, supervising and/or coordinating a team.
- Proven experience in de-escalation, behavioral management and/or crisis intervention.
- Proficient in collaborating with parents, therapists, teachers, schools and/or other professionals.
- Ability to engage with children in a developmentally appropriate manner.
- Strong desire and ability to love and lead volunteers.
- Extensive computer skills to include Microsoft Office products. CCB knowledge preferred.
- Proactive professional skilled at driving concurrent projects forward independently or collaboratively.
- Ability to communicate clearly and concisely, both orally and in writing.

Position Responsibilities

- Primary leader responsible for onboarding, training, scheduling, and fostering supportive relationships with volunteer leaders.
- Facilitate “intake” for new families into the Buddy program and maintain communication regarding Sunday attendance.

Ministry Department:

Next Gen (RKidz)

Reports To:

RKidz Director

Status:

Full-time, Exempt
(includes Sundays)

Revised:

August 2026

***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!*

- Evaluate child specific needs and determine appropriate support in collaboration with families and ministry leadership.
- Develop, review and maintain individualized goals and progress reports.
- Develop loving and supportive relationships with families.
- Empower leaders to have ownership and promote engagement within the ministry.
- Create a fun and team driven environment in which leaders and volunteers love to serve.
- Maintain the special needs environment by developing ongoing training and providing the proper resources and tools to volunteers.
- Develop systems and processes to guide the ministry and accomplish the goal of ensuring every child hears the gospel.
- Collaborate with the Next Gen Team to make necessary accommodations for special needs children on Sundays and RH events.
- Cultivated trust with parents through transparent, respectful, and proactive communication regarding child's well-being, sensitive issues, and incidents updates.
- Attend necessary team meetings including (but not limited to) RKidz and All Staff

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.

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.