

**Special Needs and Inclusive Ministries Coordinator – Job Description**  
Boise First United Methodist Church – Cathedral of the Rockies  
717 N 11th St., Boise, ID 83702

**JOB TITLE |** Special Needs and Inclusive Ministries Coordinator

**EMPLOYMENT STATUS |** Part-time, 5-7 hrs/week

**REPORTS TO |** Family Life Pastor

**SUMMARY OF POSITION |**

The Special Needs and Inclusive Ministries Coordinator leads the development of environments, systems, and relationships that ensure children of all abilities are able to fully participate and belong within Family Ministries. This role focuses on building a strong foundation for inclusive practices through sensory support, buddy ministry coordination, and meaningful partnership with families, with the potential to grow as the ministry expands over time. Hours will be prioritized in collaboration with the Family Life Pastor based on seasonal ministry needs and available hours.

**PRIMARY RESPONSIBILITIES |**

- Serving as a member of the Family Ministries team by leading the development and implementation of a sensory friendly environment, including overseeing the design, setup and ongoing improvement of the sensory room to support children of all abilities
- Serve as the primary point of connection for families seeking support, including guiding families through the buddy application process and ensuring they feel welcomed, heard, and supported
- Recruit, train, and empower volunteer buddies, equipping them to provide consistent, compassionate care for children with diverse needs
- Provide ongoing support and communication for families and volunteers, helping cultivate strong relationships and ensuring each child is set up for success
- Collaborate with family ministries staff to integrate inclusive practices across all children's programming
- Ensure consistent weekly support coverage for children with identified needs
- Create a communication rhythm with families (check-ins, feedback loops, and support conversations)
- Active presence on Sunday mornings as well as seasonal Children's Ministry events

**FUTURE VISION FOR THE ROLE |**

As this ministry grows, there is potential for expanded leadership and impact, including:

- Expanding buddy ministry support across additional age groups and ministry environments
- Developing training resources to equip volunteers, staff, and the broader congregation in inclusive practices
- Increasing the number of families who experience this church as a place where their child is fully known, supported, and able to belong

#### **QUALIFICATIONS |**

- Bachelor's degree or higher in Special Education, Education, Social Work, Psychology, Child Development, or a related field
- Preferred to have a recognized credential certifying that you have trained or otherwise equipped to work with children with diverse needs (educational, behavioral, developmental, or sensory)
- Familiarity with sensory processing needs, neurodiversity, and trauma-informed practices
- Previous experience in teaching or providing care in a professional setting for children required
- Strong interpersonal and communication skills, with the ability to build trust and meaningful relationships with children, families, and volunteers
- Ability to lead, recruit, and support volunteers in a compassionate and organized manner
- Alignment with the mission and values of the church, including a commitment to cultivating inclusive and belonging centered environments
- Background check

#### **TRAINING PROVIDED |**

- CPR and First Aid Certification
- Ministry Safe Training
- Children's Ministry overview and introduction
- Planning Center