

Special Needs Administrator + Volunteer Coordinator

Department: Family Ministries

Reports To: Special Needs Lead

Status: Part-Time (Up to 15 hours/week)

FLSA: Non-Exempt

Position Summary

The Special Needs Administrator + Volunteer Coordinator supports the mission of Hope Church by helping create welcoming, safe, and engaging environments where children, students, and adults with special needs can participate fully in the life of the church.

Working alongside the Special Needs Lead, this role provides administrative leadership, coordinates volunteers, and helps facilitate ministry programs and events. Through thoughtful organization, compassionate care, and intentional volunteer development, the Special Needs Administrator + Volunteer Coordinator ensures individuals and families are well supported while volunteers are equipped to serve with confidence and excellence.

In doing so, this role advances HOPE's mission by helping reach families through an inclusive ministry where every person is welcomed and valued, and by growing leaders by recruiting, developing, and encouraging volunteers who faithfully serve others.

Key Responsibilities

Support Ministry Operations

- Provide administrative support for the Special Needs ministry, including email communication, calendars, schedules, and ministry records.
- Assist with planning and coordinating ministry programs, events, and activities.
- Maintain ministry supplies, sensory rooms, and equipment to ensure they are organized and ready for use.
- Assist the Special Needs Lead with additional ministry projects and responsibilities as assigned.

Lead Volunteer Coordination

- Recruit, schedule, and communicate with volunteers serving throughout the Special Needs ministry.
- Help onboard and train new volunteers in partnership with the Special Needs Lead.
- Foster a culture in which volunteers feel welcome, equipped, appreciated, and connected to HOPE's mission.
- Provide leadership and direction to Buddy volunteers during Sunday programming.

Support Individuals and Families

- Provide one-on-one support for individuals with special needs during worship services, ministry programs, and special events.
- Help create inclusive environments that allow individuals with special needs to participate alongside their peers whenever possible.
- Build positive relationships with individuals and families while supporting their unique needs.

Partner Across Ministries

- Collaborate with Hope Kids, Hope Students, Hope Young Adults, and other ministry teams to ensure individuals with special needs are supported at church-wide events and programs.
- Assist with the leadership and planning of monthly Monday night adult gatherings.
- Participate in summer camps, special events, and other ministry opportunities as requested.

Contribute to Ministry Leadership

- Model HOPE's mission, values, and culture in daily interactions.
- Help create an environment where individuals and families of all abilities can experience the love of Christ and become more fully engaged in the life of the church.
- Invest in volunteers by equipping, encouraging, and developing them as ministry leaders.
- Participate in staff meetings, training, and collaborative ministry planning.
- Support a healthy team culture through flexibility, initiative, and servant leadership.

Qualifications

Required

- Demonstrates a growing relationship with Jesus Christ and supports HOPE Church's mission and beliefs.
- Passion for serving individuals with special needs and their families.
- Strong organizational, administrative, and time management skills.
- Excellent interpersonal and communication skills.
- Ability to recruit, encourage, and coordinate volunteers.
- Ability to work collaboratively as part of a ministry team.

Preferred

- Experience working with individuals with special needs.
- Experience coordinating volunteers or leading ministry teams.
- Experience with administrative systems and scheduling.
- Willingness to complete background checks and required training.

Success in This Role

A successful Special Needs Administrator & Volunteer Coordinator will:

- Create well-organized ministry systems that support both volunteers and families.
- Foster an environment where individuals with special needs and their families experience genuine welcome, belonging, and spiritual growth.
- Recruit, equip, and encourage volunteers who serve with confidence and compassion.
- Strengthen partnerships across Family Ministries to ensure individuals with special needs are included throughout the life of the church.
- Advance HOPE's mission by helping reach families, grow leaders, and create opportunities for every person to participate fully in the life of the church.

Work Schedule

Typical hours include:

- Sundays: 8 am–1 pm or 4–9 pm (alternating)
- Mondays: 10 am–12 pm, plus monthly evening gathering rotation
- Wednesdays: 9:30 am–2:30 pm
- Additional hours for volunteer communication, church events, and summer camps as needed.

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