

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Special Needs Ministry Caregiver

**Department:** Thru the Roof

**Hired By:** TTR Associate and MCD Sienna

**Reports To:** Sienna TTR Associate

**Campus:** Sienna

**Status:** Part Time

**Employment Category:** V

**Summary of Position:** The Special Needs Ministry Caregiver leads and manages a classroom of children with special needs. Helps to meet the primary needs of each learner: snacks/water, restroom, health, sensory, and spiritual. Facilitates Bible story, activities and scripture verse. Assists each Youth Buddy to successfully pair with their learner, and models proper assistance, if needed.

**Purpose:** Assist the Sienna Through the Roof Associate in achieving ministry objectives and maintaining a godly, effective, and excellent ministry.

## Duties and Responsibilities:

- Under the direction of the Thru the Roof Associate, help implement lesson plans, activities, etc. during Sunday LBS and Wednesday programming.
- Direct and collaborate with others serving in classrooms to ensure a safe, clean, welcoming environment for attendees.
- Give direction to youth buddies to help them successfully assist their assigned learner.
- Meet needs of attendees including but not limited to feeding, restroom, health needs and sensory needs.
- Engage attendees to further their spiritual development at their appropriate developmental level.
- Maintain a safe classroom environment by managing and addressing behavioral needs of attendees.
- Update parents/guardians on needs, observations, etc as necessary for each attendee.
- The Caregiver should be capable of handling multiple tasks at once, working as part of a team, connecting well with people, and should have a heart for serving children and adults and reaching them with the Gospel.
- Ensure that the Special Needs Suite and classroom are always properly cleaned and ready for families and events. This includes maintaining all equipment, supplies, and ensuring it is a safe and secure environment at all times.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

**Skills Requirements:** Select all that apply

- Language skills
- Math skills
- Reasoning ability
- Computer skills:  Windows  Mac  MS Office  MS Outlook
- Administration  Service to others  Teacher/Leader
- Good Communication skills  Team builder  Self-disciplined
- Servant leader  Decision maker  Strong work ethic
- Empathy for ministry partners  Attention to detail
- Other: Comfortable working with individuals with special needs

**Education and/or Experience:** Select all that apply

- College graduate preferred  Administrative Experience  Personnel Management
- Church Staff experience preferred  Other: [Click here to enter text.](#)

**Organizational Relationships:** Reports to Through the Roof Associate Sienna

**Working Conditions:** Select all that apply

- 40 hour work week  Additional hours as needed  Occasional off campus activities
- Continuing Education  Specialized training  Occasional travel
- Other: Minimum commitment of 6 hours/month on Sunday mornings with additional opportunities on Wednesday evenings during the school year and special events.

**Prepared By:** Matthew Savage

**Title:** Minister of Campus Development

**Date Prepared or Revised:** April 28, 2026

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name