

Job Title: Disability Ministry Coordinator
Status: Part-Time (20 hours)
Supervisor Title: Disability Ministry Director
Date Prepared/Revised: September 9th, 2026

The Disability Ministry Coordinator is responsible for partnering with the Disabilities Director to help the integration of people of all ages with disabilities into the life of Rivers Crossing Church and to give opportunities for them to become fully engaged followers of Christ. This role focuses on administrative support of the disability ministry as well as Jr High – Young Adult Disability coordination.

Competencies:

- Experience working with children, teens and adults with disabilities
- Familiar with current research about disabilities in the church and the community
- Ability to build and lead volunteer teams
- Ability to manage a flexible schedule
- Strong verbal and written communication skills
- Self-motivated / Initiator
- Strong interpersonal skills and high emotional IQ

Responsibilities:

- Administrative support to the Director of Disabilities.
- Administrative support of events such as respite nights, Dance with my daddy and next gen key ministry nights as support for individuals with disabilities.
- Maintain inventory of related ministry supplies.
- Oversee ministry-wide communication.
- Help manage tools and systems to provide ways for kids, teens, and adults to have an extraordinary experience at church on Sunday's and at events throughout the week.
- Edit and adapt curriculum for Tribes Jr/Sr high, Young Adult and Celebration Place.
- Recruit, train, develop, and appreciate Disability Ministry volunteers.
- Support church attenders with disabilities through regular communication and check-ins.
- Oversee the Disability intake process.
- Meet with and support new families to explore ways to engage their family at church and help them feel connected in the life of the church throughout the week.
- Support the Director in educating staff, other ministry volunteers, and the church about inclusion within the church setting.
- Support in the care for families walking through diagnosis, transitions, and grief as it pertains to living with disability.

Key Strengths:

- Tenacity, Includer, Empathy, Responsibility, Developer

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give at least 10% of your income to the vision of Rivers Crossing Church.
- Be loyal to the vision and staff of Rivers Crossing Church and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing Church.

To apply email your resume to Seth Kidwell at skidwell@riverscrossing.com