

Title: Blackhawk Downtown Welcome & BKids Coordinator
Reports to: Lead Pastor of Blackhawk Downtown
Status: Full-time (35 hours/week), Non-exempt (*Note: this role can be separated into two part-time roles – one for Downtown Welcome and one for Downtown BKids – approx. 20 hours each. Individuals interested in one of the part-time roles can indicate this on their application.)
Work Schedule: Sundays and weekday office hours
Value to the Team: You love developing people, environments, and details. As an integral member of our team, you oversee Blackhawk Downtown’s Welcome and Blackhawk Kids volunteers, spaces, and details.

Responsibilities

➤ Volunteer & Team Development

- Champion and support healthy Welcome and BKids volunteer teams for the Downtown site.
 - Recruit, train, and coach volunteers. Identify and empower team leaders to do the same.
 - Oversee volunteer systems, processes, training opportunities, and appreciation.
 - Maintain connections with volunteers. Provide or connect to pastoral care as needed.
- Manage weekly scheduling of Welcome and BKids volunteers for the Downtown site.
- Collaborate with central Welcome and BKids to ensure cohesion in volunteer processes and training.

➤ Coordination

SUNDAYS

- Provide a staff presence at the Blackhawk Downtown on Sundays; encourage a sense of warmth hospitality, fostering engaging and effective environments for adults and children.
 - Serve primarily as the Welcome Coordinator on Sundays, while maintaining a strong connection and line of communication to the BKids Service Hour Coordinator present in BKids that Sunday.
 - Maintain a core knowledge of emergency preparedness procedures; implement as needed.
- Prepare and transport supplies to the Downtown site (e.g., BKids craft items, communion supplies).
- Perform Sunday prep (e.g., providing info specific to the upcoming Sunday to volunteers).
- Ensure proper setup and take-down of spaces for adults and children.
- Perform Sunday follow-up (e.g., manage Connection Cards and BKids registrations for new families).

SITE TEAM

- Coordinate Downtown welcome/connection gatherings.
- Manage the Downtown staff team’s weekly agenda, in collaboration with the Lead Pastor. As needed, provide other administrative/operational support to the Downtown Team.
- Maintain site-related information in the database.
- Prepare check requests, purchase ministry resources, complete credit card reconciliations, and assist with budget preparation.
- Provide administrative support to the Lead Pastor as needed/requested (e.g., scheduling).

➤ Teamwork

- Be an active member of the Blackhawk Downtown staff team and the central BKids staff team.
 - Collaborate with each team on ministry vision, goals, planning, and evaluation.
 - Supervise adjunct staff for Downtown BKids and Welcome.
- Connect with site and central Welcome staff for idea-sharing, problem-solving, best practices, etc.
- Maintain a multicultural lens throughout role responsibilities.
- Other duties as assigned.

Qualifications and Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church
Demonstrated ability in developing others; energized by equipping and including others in ministry
Proven organizational and administrative skills, including excellent follow-through and attention to detail
Values multicultural ministry
Excellent interpersonal skills – ability to deal with a variety of people in different situations
Exhibits a calm demeanor in uncertainty; able to find solutions to problems that arise
Exercises mature and independent judgment with confidentiality and tact
Computer skills with proficiency in the Microsoft suite and comfort in databases

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

*Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just *doing* the job but *thriving* in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.*

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

To apply, visit blackhawk.church/jobs.