

Title:	Blackhawk Kids Brader Way Welcome Coordinator
Reports to:	Blackhawk Kids Operations Coordinator
Status:	Adjunct (average of 2.5 hours/week); Non-exempt
Schedule:	3 hours every other Sunday (8:15-11:15 am) 1 hour every week for flexible weekday tasks (may be done offsite)
Value to the team:	You ensure Blackhawk Kids is a safe and welcoming environment on Sundays. As an integral member of our team, you and the volunteer teams you lead are the first encounter kids and families have with Blackhawk Kids on a Sunday.

Responsibilities

➤ Sunday Staffing

- Serve as the staff presence at the BKids Brader Way Welcome Desk on Sundays, ensuring a smooth registration and check-in process.
- Connect with families on Sundays; be one of the familiar faces for the Welcome Desk.
- Communicate with other staff as needed throughout the service hours.

➤ Volunteer Care and Connection

- Oversee the BKids Brader Way Welcome Desk volunteer team: recruit, train, encourage, and coach.
 - Assist in scheduling volunteers for the assigned service hour.
 - Assist in meeting with and placing new volunteers into the ministry.
- Be a point person for the Brader Way Security Monitor and Central Desk volunteer teams.
- Collaborate as a member of the Blackhawk Kids Team to volunteer training and appreciation.

➤ Teamwork

- Collaborate with the BKids Operations Coordinator to manage family registrations, troubleshoot the check-in process, and maintain procedures.
- Collaborate with IT staff regarding effectiveness of check-in software and hardware.
- Meet biannually for coaching with the BKids Operations Coordinator.

Qualifications & Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church

A team leader, with the ability to recruit and develop volunteers and leaders

Exhibits a calm demeanor in uncertainty; able to find solutions to problems that arise

Ability to deal with a variety of people in different situations

Exercises mature and independent judgment with confidentiality and tact

Values multicultural ministry

Computer skills and proficiency in the Microsoft suite

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.