

<b>Title:</b>	<b>Blackhawk Kids Service Hour Coordinator</b>
<b>Available positions:</b>	Brader Way Discover (9 am service hour) Brader Way Baby, Toddler, Wonder (10:45 am service hour) Fitchburg Discover/Launch (10:45 am service hour)
<b>Reports to:</b>	Ministry or Site Coordinator
<b>Status:</b>	Adjunct (2.5 hours/week), Non-exempt
<b>Schedule:</b>	2.5 hours on Sunday every other week at one service hour (will be done onsite) 2.5 hours for flexible tasks during the week (may be done offsite)
<b>Value to the team:</b>	You care about kids and the volunteer community that serves them! As a vital member of the BKids Sunday team, you ensure a safe and engaging environment for children to grow their faith during one service hour of Sunday programming at Blackhawk Brader Way. You are a ministry point person, a volunteer encourager, and the heart of Sundays.

## Responsibilities

### ➤ Sunday Staffing

- Act as a primary leader for one Sunday service hour in Blackhawk Kids.
- Ensure a safe and engaging spiritual environment for children and volunteers.
- Track volunteer assignments to ensure appropriate volunteer-to-child ratios in each room, closing rooms as needed.
- Communicate weekly with ministry or site coordinator.
- Connect with parents on Sundays; be the “familiar face” for the service hour.
- Fill in as large group Room Host when needed.

### ➤ Volunteer Care and Connection

- Provide encouragement, support, and coaching for volunteers on Sundays and during the week.
- Assist in scheduling volunteers for the assigned service hour.
- Assist in identifying, meeting with, and placing new volunteers and leaders into the ministry.
- Meet with Room Leaders and Room Hosts for care and coaching.
- Collaborate as a member of the Blackhawk Kids Team to plan volunteer training, volunteer appreciation, and events that build volunteer community.

### ➤ Team Participation

- Participate in ministry evaluation, goal setting, and direction.
- Participate in the planning and implementation of volunteer training events.
- Attend monthly ministry or site staff team meetings.
- Meet biannually for coaching with the ministry or site coordinator.

## Qualifications and Skills

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

Teachable attitude, exhibiting a spirit of joy and helpfulness

Excellent interpersonal skills – ability to deal with a variety of people in different situations

Self-initiator, responsible, flexible, problem-solver

A person of integrity, exercising mature and independent judgment, confidentiality and tact

Team leader, with the ability to recruit and develop volunteers and leaders

Children’s Ministry experience preferred

### **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 to eligible roles, 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](https://blackhawk.church/jobs).**