

Title:	Blackhawk Kids Brader Way Assistant & Weekday Childcare Coordinator
Reports to:	Blackhawk Kids Brader Way Coordinator
Status:	Part-time (25 hours/week), Non-exempt
Schedule:	Sundays and Tuesdays year-round, as well as Wednesday mornings during the school year. Remaining days are flexible.
Value to the team:	You care deeply about building a community where kids can grow spiritually and connect relationally on their journey to become more like Jesus. As an integral part of our team, you support Blackhawk Kids Brader Way and oversee Weekday Childcare volunteers, staff, and environments.

Responsibilities

➤ **BKids Brader Way**

- Collaborate with the BKids Brader Way Coordinator in the leadership of BKids at Brader Way.
 - Oversee BKids spaces to create age-appropriate, engaging environments for Sunday programming and site events.
 - Develop Service Hour Coordinators.
 - Provide insight and feedback to the Curriculum Coordinator and Curriculum Writers.
 - Keep a multicultural lens throughout role responsibilities.
- Collaborate with the BKids Brader Way Coordinator to develop and manage volunteers.
 - Manage the volunteer on-ramp, placement, and training of Brader Way volunteers.
 - Maintain volunteer and staff schedules in PCO.
 - Ensure spaces are ready for programming.
- Serve in an onsite presence on Sundays at Brader Way.
 - Help coach and support staff and volunteers.
 - Connect with parents and kids.
 - Troubleshoot and manage ministry in real-time in light of best practices and procedures.
- Lead and manage the Blackhawk Kids Ministry when Brader Way Coordinator is gone (up to 6 times per year) or attending a church service.

➤ **Weekday Childcare**

- Oversee weekday child caregivers: train, maintain schedule, and manage payroll. Collaborate with Spiritual Formation to recruit and encourage childcare workers.
- Be present for the preparation for and duration of weekday childcare at Brader Way (Wednesdays from 8-11:30 am during the school year).
 - Support check-in and registration.
 - Direct the flow of children and volunteers to maintain safe room ratios.
- Coordinate weekday childcare supplies and curriculum.

➤ **Teamwork**

- Serve as a member of the Blackhawk Kids Team.
- Other duties as assigned.

Qualifications & Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church
Vision for a ministry that is exciting and relevant to children

A working knowledge of children's development stages and learning styles
Ability to deal with a variety of people in different situations
Team-minded with demonstrated skills in relationship-building, emotional intelligence, and collaboration
Exhibit a spirit of joy and helpfulness
Values multicultural ministry
Computer skills and proficiency in the Microsoft suite
Exercise mature and independent judgment with confidentiality and tact

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.