

Title:	Blackhawk Kids Fitchburg Assistant
Reports to:	Blackhawk Kids Fitchburg Coordinator
Status:	Part-time (18 hours/week), Non-exempt
Schedule:	Onsite two Sundays per month, every Tuesday, and one additional weekday
Value to the team:	You care deeply about children growing <i>spiritually</i> while they connect <i>relationally</i> on their journey to becoming more like Jesus. As an integral part of our team, you support Blackhawk Kids at the Fitchburg site.

Responsibilities

➤ BKids Fitchburg

LEADERSHIP COLLABORATION

- Work with the BKids Fitchburg Coordinator to:
 - Oversee BKids spaces at Fitchburg to create age-appropriate, engaging environments.
 - Develop Service Hour Coordinators.
 - Provide insight and feedback to the BKids Curriculum Team.
 - Ensure adequate Sunday staffing at Fitchburg.
- Serve in an onsite presence two Sundays per month (and an occasional third to cover 5th Sundays).
 - Coach and support Fitchburg staff and volunteers.
 - Connect with parents and kids.
 - Troubleshoot and manage ministry in real-time in light of best practices and procedures.

VOLUNTEER DEVELOPMENT

- Manage the volunteer on-ramp, placement, and training of Fitchburg volunteers.
- Maintain volunteer and staff schedules in PCO.

LOGISTICS

- Ensure spaces are ready for programming.
- Receive curriculum from central support and distribute curriculum to volunteers.
- Work with BKids central staff to maintain Fitchburg's BKids information in the database.

➤ Teamwork

- Serve as a member of the Blackhawk Kids Team.
- Serve as a member of the Blackhawk Fitchburg staff team, assisting with site needs and initiatives as capacity allows.
- Keep a multicultural lens throughout role responsibilities.
- 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

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

Values multicultural ministry

Exercises mature and independent judgment with confidentiality and tact

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.