

Title: **Blackhawk Kids Fitchburg Coordinator**
Reports to: Lead Pastor of Blackhawk Fitchburg
Status: Full-time (30-40 hours per week), Non-exempt
Schedule: Onsite on Sundays, Tuesdays, and Wednesdays. Remaining hours flexible.
Value to the team: You care deeply about children growing *spiritually* while they connect *relationally* on their journey to become more like Jesus. As an integral part of our team, you oversee Blackhawk Kids at the Fitchburg site.

Responsibilities

➤ **BKids Fitchburg**

LEADERSHIP

- Oversee vision, direction, and long-term planning of Blackhawk Kids at the Fitchburg site.
 - Work with BKids Director to integrate programming and values with central support.
- Serve in an onsite presence on 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.
- Supervise BKids Fitchburg staff (currently BKids Fitchburg Assistant and BKids Fitchburg Service Hour Coordinators). Ensure reasonable access to church service for BKids Sunday staff.
- Lead the Blackhawk Kids Fitchburg Team and team meetings.
- Oversee Fitchburg spaces; ensure they're age-appropriate and supplied. Dream about the possibilities to accommodate growth, collaborating with relevant staff.
- Provide insight and feedback to the BKids Curriculum Team.
- Track and manage the BKids Fitchburg budget.

VOLUNTEER DEVELOPMENT

- Oversee and manage BKids Fitchburg volunteer on-ramp, placement, training, and development.
- Ensure adequate Sunday coverage at Fitchburg.
 - Manage weekly volunteer schedule in PCO.
 - Manage Fitchburg staff schedules.
- Collaborate with BKids Associate Director for central resourcing and alignment on volunteer training and development.

LOGISTICS

- Ensure spaces are ready for weekly 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 an active member of the Blackhawk Kids Team.
- Serve as an active member of the Blackhawk Fitchburg staff team, helping the site fulfill its mission (e.g., event support, congregational care, etc.)
- 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.