

<b>Title:</b>	<b>Blackhawk Kids Service Hour Coordinator</b>
<b>Available positions:</b>	Brader Way Discover (9 am service hour, Team Orange) Brader Way Baby, Toddler, Wonder (10:45 am service hour, Team Teal) Fitchburg Discover/Launch (9 am service hour, Team Teal)
<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 (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 deeply about building a community where kids can grow spiritually and connect relationally on their journey to become more like Jesus. As an integral member of our team, you ensure a safe and engaging environment for children one service on Sundays.

### Responsibilities

#### ➤ Sunday Staffing

- Lead a ministry group for one Sunday service 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.
- Connect with parents on Sundays; be the “familiar face” for the service.
- Fill in as large group Room Host when needed.
- Communicate weekly with ministry or site coordinator.

#### ➤ 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.
- Assist in identifying, interviewing, and placing new volunteers and leaders into the ministry.

#### ➤ Teamwork

- Collaborate as a member of the Blackhawk Kids Team to:
  - Implement events and trainings,
  - Participate in ministry evaluation, goal setting, and direction.
- Attend quarterly 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).**