

Title:	Blackhawk Kids Service Hour Coordinator
Available positions:	Brader Way Discover (9 am service hour, Team Orange) Fitchburg Discover/Launch (9 am service hour, Team Teal)
Reports to:	Ministry or Site Coordinator
Status:	Adjunct (2.5 hours/week), Non-exempt
Schedule:	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)
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 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.