

<b>Title:</b>	<b>Blackhawk Kids Downtown Coordinator</b>
Reports to:	Lead Pastor of Blackhawk Downtown
Status:	Part-time (15 hours/week), Non-exempt
Work Schedule:	Onsite on Sundays, Tuesdays, and Wednesdays; remaining hours flexible
Value to the Team:	You oversee Blackhawk Kids (BKids) Sunday programming at the Downtown site with central support. As an integral member of our team, you ensure a great Blackhawk Kids experience for participants, parents, and volunteers.

## Responsibilities

### ➤ BKids at Blackhawk Downtown

#### VOLUNTEER & TEAM DEVELOPMENT

- Champion and support a healthy BKids volunteer team for the Downtown site.
  - Recruit, train, and coach volunteers and leaders in coordination with central support.
  - Schedule volunteers and ensure proper ratios for Sunday.
- Collaborate with central BKids to ensure consistent implementation of volunteer processes.
- Supervise Downtown BKids Service Hour Coordinators.

#### SUNDAY OVERSIGHT

- Provide a staff presence at the Blackhawk Downtown on Sundays; ensure a safe, engaging, and effective environment and programming for children.
- Transport supplies (e.g., craft items) and ensure proper setup and take-down of spaces.
- Connect with parents, families, and volunteers. Provide or connect to pastoral care as needed.
- Maintain core knowledge of emergency preparedness procedures; implement as needed.

### ➤ Teamwork

- Be an active member of the Blackhawk Downtown staff team and the BKids staff team.
  - Collaborate with each team on ministry vision, goals, planning, and evaluation.
  - Assist with special projects or events.
- Maintain a multicultural lens throughout role responsibilities.
- Other duties as assigned.

## Qualifications and Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church

Demonstrated ability in developing others; energized by equipping and including others in ministry

Proven skills in coordination, follow-through, and attention to detail

A working knowledge of children's development stages and learning styles

Values multicultural ministry

Exhibits a calm demeanor in uncertainty; able to find solutions to problems that arise

Exercises mature and independent judgment with confidentiality and tact

Proficient in the Microsoft suite and comfortable in databases

## 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](https://blackhawk.church/jobs).**