

Title: Blackhawk Kids Downtown Coordinator
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 care deeply about children growing *spiritually* while they connect *relationally*. As an integral part of our team, you oversee the staff, volunteers, and implementation of Blackhawk Kids programming at the Downtown site.

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.
 - Partner with BKids Security Monitor Team Leader and Downtown Welcome Coordinator to identify and recommend improvements to security procedures and protocols.
- 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.