

**Title:** **Blackhawk Kids Welcome & Operations Coordinator**  
**Reports to:** Associate Director of Blackhawk Kids  
**Status:** Part-time (20 hours per week), Non-exempt  
**Schedule:** Required days are Sundays (6-8 hours), Tuesdays, Wednesday mornings and Thursday mornings. Remaining schedule is flexible.  
**Value to the Team:** You oversee Blackhawk Kids (BK) welcome and security, as well as provide administrative and operational support to BK. As an integral member of our team, you and the volunteers you develop ensure BK at Brader Way is a welcoming, safe environment. You also provide essential management to some of the many details of BK central support.

## **Responsibilities**

### ➤ **Welcome, Safety & Security Management**

#### WELCOME

- Serve on Sunday mornings as the staff presence at the BK Brader Way Welcome Desk.
- Be the first point of contact for new children and families, encouraging first steps to involvement.
- Oversee the BK Welcome Desk Team: recruit, train, schedule and encourage.
- Manage Sunday's check-in process and maintain strong knowledge in the check-in software.
- Maintain BK Welcome Desk procedures.

#### SAFETY & SECURITY

- Oversee the BK Security Monitor Team in collaboration with the team leader: recruit, train, schedule and encourage.
- Attend BK Security Monitor Team meetings (1-3 per year).
- Oversee BK environment at Brader Way as it relates to safety and ensure safety procedures are implemented and trained on. Share these procedures with other sites.

### ➤ **Administrative & Operational Coordination**

#### PARENT/CHILD DEDICATIONS

- Oversee all preparations for the Parent/Child Dedication services (registration, communication, service material coordination, digital/print material preparation, Hospitality Team, etc.).
- Schedule ministry year dedications (in collaboration with Worship Arts and Communications staff).
- Be the staff presence during Parent/Child Dedications at Brader Way (about 5 Sundays per year).

#### GENERAL

- Support weekday childcare check-in and registration (currently Wednesday and Thursday mornings).
- Create volunteer and ministry participant birthday lists. Print labels.
- Create and distribute monthly classroom resources (posters and stickers) and other Sunday print materials as needed.
- Project management assistance (e.g., ordering supplies, printing, etc.) and other duties as assigned.

## **Qualifications & Skills**

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

Exhibit a spirit of joy and helpfulness

Strong computer skills and proficiency in Microsoft Office suite

Strong organizational and administrative skills with attention to details

Self-initiator, responsible, flexible, problem-solver, team player, high-energy

Exercise mature and independent judgment with confidentiality and tact

Teachable attitude, exhibiting a spirit of joy and helpfulness

Ability to receive delegation and constructive comments from others

### **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.*