

Title:	Blackhawk Kids Fitchburg Coordinator
Reports to:	Lead Pastor of Blackhawk Fitchburg
Status:	Full-time (40 hours per week), Non-exempt
Schedule:	Sundays and Tuesdays; remaining hours are flexible
Start Date:	This position primarily coordinates details for in-person ministry; as such, Start Date timing will depend on Blackhawk's plan for resuming in-person Sunday services.
Value to the Team:	You oversee Blackhawk Kids (BKids) Sunday programming at the Fitchburg site with central support. As an integral member of our team, you ensure a great Blackhawk Kids experience for participants, parents, and volunteers at the Fitchburg site.

Responsibilities

- **Sunday Oversight and Direction**
 - Ensure a safe, engaging, and effective environment and programming for children.
 - Oversee Sunday volunteers and BKids Fitchburg adjunct staff.
 - Connect with parents and families.

- **Volunteer Development**
 - Oversee volunteer recruitment and screening process in coordination with central support.
 - Schedule volunteers and assist Service Hour Coordinators in ensuring proper ratios on Sundays.
 - Develop and coach team leaders and manage volunteer training with central support.
 - Oversee volunteer appreciation in coordination with central support.

- **Curriculum Oversight**
 - Receive curriculum from central support, and adapt the curriculum and music as needed.
 - Distribute curriculum to volunteers.

- **Communication & Logistics**
 - Contribute site-specific information to central BKids communication.
 - Work with central staff to maintain Fitchburg's BKids information in the database.

- **Teamwork**
 - Work with the BKids Director to integrate trainings, programming, and values with central support.
 - Serve as an active member of the Fitchburg staff team, assisting with overall site initiatives (e.g., events such as Movie Nights and Picnics, congregational care as needed, and other duties as assigned).

Qualifications and Skills

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

Vision for a ministry that is exciting and relevant to children

A team leader, with the ability to recruit and develop volunteers and leaders

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

Ability to assist parents in disciplining their children

Ability to deal with a variety of people with sound judgment, confidentiality and tact

Proficiency with Microsoft Office products

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

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 www.blackhawkchurch.org/jobs.