

Title:	Blackhawk Kids Service Hour Coordinator
Available positions:	Brader Way Elementary
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 hour (will be done onsite) 2.5 hours for flexible tasks during the week (may be done offsite) Flexibility to have up to 6 Sundays off per year
Value to the team:	You care about kids and the volunteer community that serves them! As a vital member of the BKids Sunday team, you ensure a safe and engaging environment for children to grow their faith during one service hour of Sunday programming at Blackhawk Brader Way. You are a ministry point person, a volunteer encourager, and the heart of Sundays.

Responsibilities

➤ Sunday Staffing

- Act as a primary leader for one Sunday service hour 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.
- Communicate weekly with ministry or site coordinator.
- Connect with parents on Sundays; be the “familiar face” for the service hour.
- Fill in as large group Room Host when needed.

➤ Volunteer Care and Connection

- Provide encouragement, support, and on-the-job coaching for volunteers on Sundays and during the week.
- Assist in scheduling volunteers for the assigned service hour.
- Assist in identifying, meeting with, and placing new volunteers and leaders into the ministry.
- Meet with Room Leaders and Room Hosts for care and coaching.
- Collaborate as a member of the Blackhawk Kids Team to plan volunteer training, volunteer appreciation, and events that build volunteer community.

➤ Team Participation

- Participate in ministry evaluation, goal setting, and direction.
- Participate in the planning and implementation of volunteer training events.
- Attend monthly ministry or site staff team meetings.
- Meet bi-annually 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.