

Title:	Elementary Ministry Coordinator
Reports to:	Director of Blackhawk Kids
Status:	(20-30* hours per week), Non-exempt. *We are open to candidates applying for any number of hours in the 20-30 range. 30 hours is full-time; 29 hours and less is part-time.
Schedule:	Sundays and Tuesdays, remaining days flexible Flexibility to have up to 6 Sundays off per year
Value to the team:	You're a developer of people and have the logistical and soft skills needed to set the stage for meaningful connections. As an integral member of our team, you oversee the vision for making Elementary Ministry (EM) Sunday programming happen across all Blackhawk sites, and you carry this out at our Brader Way site each week.

Responsibilities

The person in this role is the central champion for all responsibilities detailed below, and then specifically owns the implementation of the responsibilities at the Brader Way site.

➤ Leadership and Volunteer Development

LEADERSHIP

- Oversee vision, direction, and long-term planning for Elementary Ministry.
- Supervise Brader Way EM adjunct staff; develop them to oversee and coach their volunteers.
- Oversee EM spaces at Brader Way; dream about the possibilities, then collaborate with relevant staff to create age-appropriate, engaging environments.
- Connect with and coach Fitchburg and Downtown site coordinators with alignment of EM programming across sites.
- Provide insight and feedback to the Curriculum Coordinator and Elementary Curriculum Writer regarding the effectiveness of curriculum on Sundays.
- Track and manage the Central EM budget.

VOLUNTEER ON-RAMP & DEVELOPMENT

- Oversee volunteer on-ramp, placement, and check-in process.
- Ensure an environment of volunteer development, both through adjunct staff coaching volunteers and through coaching some volunteers yourself.

SUNDAY OVERSIGHT

- Ensure adequate staffing for EM at Brader Way; maintain volunteer and staff schedules in PCO.
- Make sure Brader Way EM spaces are ready for programming; keep a multicultural lens with classroom materials and staffing.
- Serve in an onsite presence on Sundays, primarily at Brader Way.
 - Coach and support staff and volunteers.
 - Connect with parents and kids.

➤ Teamwork

- Serve as a member of the Blackhawk Kids Team.
- Serve as a member of the Blackhawk Kids Central Programming Team.
- Serve as the leader of the Brader Way EM Team.
- Serve as part of the Family Fusion leadership planning team to help connect productions to Sundays.
- Work with the Blackhawk Kids team around common efforts (volunteer recruitment, training, and appreciation), bringing a specific focus on EM.
- Contribute to the creativity and content of parent and volunteer communication.

Qualifications & 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 passion for children to learn about the love of God in a safe environment

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

Ability to deal with a variety of people in different situations

A team leader, with demonstrated ability in recruiting and developing volunteers and leaders

Team-minded with outstanding skills in relationship-building, emotional intelligence, and collaboration

Continually grows leadership skills through personal learning and development

Exhibit a spirit of joy and helpfulness

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

Computer skills and proficiency in the Microsoft suite

Exercise mature and independent judgment with confidentiality and tact

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.