



## Job Description

**Position:** CompassKids Coordinator, Hinsdale Campus

**Reports to:** Associate Pastor – Tina Cumbey

**Schedule:** Part-time (20 hrs/wk) – Note: Open to this role being performed by two people covering early childhood and elementary separately (10 hrs/wk)

### Employment

**Classification:** Manager/Coordinator (C)

**Overview:** This position assists the Associate Pastor through leading and coordinating the CompassKids Ministry at our Hinsdale Campus.

### Role Responsibilities:

- Lead and grow our weekend CompassKids Ministry, Birth-5th Grade.
- Partner with and equip parents in the discipleship of their children.
- Mobilize, lead, and equip CompassKids volunteers, group leaders, and ministry leaders.
- Facilitate additional strategic events and ministries to fulfill our CompassKids mission, vision, and goals.
- Assess and train volunteers within CompassKids settings on safety and security systems.
- Oversee the CompassKids budget.
- Partner and collaborate with other CompassKids staff.
- Meet regularly with Associate Pastor.
- Engage in Campus activities.

### General Requirements:

- Attend weekly Campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment (spouse included if married).
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.