



Job Description

Position: CompassKids Early Childhood Coordinator, South Naperville Campus

Reports to: Director of CompassKids, South Naperville Campus – Mina Low

Schedule: Part-time (1,200 hours per fiscal year; est. 24 hours/week) / Hourly, Non-Exempt, Requirement to work at all weekend services, as well as other possible events outside of normal working hours as required by leadership (allotted up to 6 weekends off per year)

Employment

Classification: Coordinator/Manager (C)

Desired Qualifications:

- Deeply rooted faith in Jesus Christ with a desire for personal growth.
- Experience working with children and adults of various ages and knowledge of the needs of children and their development.
- A drive to inspire others through mission, vision, and purpose.
- Personal and interpersonal skills that connect well with staff, volunteers, parents, and children.
- Creative and strategic agility for moving the ministry forward.
- A focus on raising up disciple-makers.
- Ability to understand the changing landscape of adolescence and culture.
- Commitment to results.
- Organizational skills for time management and personal balance.

Responsibilities:

- Weekend
 - Responsible for 2s/3s weekend curriculum and staffing infant, toddlers, and 2s/3s room on weekend with volunteers. Must be present for all weekend services with CompassKids.
 - Organization and sanitation of rooms: clean toys and surface areas, equip each room with necessary items (diapers, extra clothing for accidents, baby wipes, etc.), and wash items at home if necessary.
- Midweek SLURP jr.
 - Design and be present to lead the midweek program, SLURP jr., for parents (adult) and children.
 - Assess programming & events through goal results, data, & transformational stories.
- Childcare
 - Collaborate with the CompassKids Director to assist with childcare needs for Church-wide events.
- Volunteers/Leaders
 - Lead, train, and spiritually encourage the volunteer team through relational means.
 - Recruit and onboard new volunteers.
 - Communicate weekly expectations from volunteers.
- Safety/Admin
 - Create and implement policies that ensure safety and security systems within CompassKids settings.
 - Responsibility to prepare and steward a ministry budget.
 - Manage EventU, CRFs, and Rock reporting.
 - Submit online registration requests to IT for all events.
- Work in partnership with South Naperville Campus staff, while collaborating with other Campuses'

CompassKids staff.

- Set an example of being relationally engaged with the people of our South Naperville Campus.

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.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.