



THE COMPASS CHURCH

Job Description

Position: CompassKids PreK/Grades K-1 Coordinator, Naperville Campus
Reports to: Pastor of CompassKids
Schedule: Part-time (1,050 hours per fiscal year; est. 20 hours/week) / Hourly, Non-Exempt
*Most weekend hours are required to lead PreK and Grades K-1 weekend teams.
Weekly staff meetings are mandatory; weekday hours are flexible.*

Employment

Classification: Coordinator/Manager (C)

Position Summary:

The CompassKids PreK/Grades K-1 Coordinator at the Naperville Campus leads and equips volunteer teams for the PreK and Grades K-1 classrooms. This role casts vision, coordinates schedules, trains and coaches volunteers, and develops a healthy, excellence-driven volunteer culture. The Coordinator must embrace the CompassKids mission, vision, and values, and represent the church well to families and volunteers.

Core Responsibilities:

Volunteer Leadership & Development

- Recruit, schedule, train, and equip volunteers for large group, small group, curriculum, and technical teams.
- Coach volunteers and help develop leaders who can manage classrooms in your absence.
- Motivate and inspire volunteers to deliver high-quality experiences for children.

Classroom & Program Management

- Teach and lead PreK and Grades K-1 classrooms on weekends as needed.
- Maintain appropriate child-to-volunteer ratios (8 children per 1 adult).
- Select and implement pre-service and small group activities to enrich the curriculum.
- Identify, order, and organize classroom supplies, crafts, and activities.

Communication & Coordination

- Communicate weekly with volunteers, youth leaders, and parents regarding schedules, lessons, and updates.
- Partner with the Naperville CompassKids Pastor on programming, safety, and event delivery.

Safety & Event Support

- Address safety concerns and escalate issues as necessary to families, volunteers, and staff.
- Contribute to outreach and special events such as Live Nativity, Family Movie Nights, and other church activities.

Core Leadership Strengths:

- **Detail-Oriented:** Manages multiple tasks with precision and excellence.
- **Focused & Disciplined:** Follows through on priorities and course-corrects when needed.
- **Relational:** Builds strong connections with staff, volunteers, and families to make a welcoming first impression.
- **Includer:** Encourages participation and fosters a sense of belonging.

- **Developer & Coach:** Recognizes potential in others and provides constructive feedback to grow leaders.
- **Maximizer:** Leverages strengths to transform good efforts into excellent results.

Additional Qualities for Success:

- **Team Player:** Collaborates effectively across The Compass Church staff.
- **"Can-do" Attitude:** Willing to do whatever it takes to make weekend services and special events successful.
- **Personal Charisma:** Energetic, emotionally intelligent, and able to inspire volunteers.

Additional Requirements:

- Attend weekly Campus/Ministry staff meetings and monthly All-Staff meetings.
- Affirm our Statement of Faith and align theologically with The Compass Church and the Evangelical Free Church of America.
- Attend weekend worship services regularly.
- Become a member of The Compass Church within 12 months of employment.
- Basic understanding of Microsoft Office.
- Willingness to take on other duties as assigned.