



**Position:** CompassKids Elementary Coordinator, South Naperville Campus

**Reports to:** Director of CompassKids

**Schedule:** Part-time / Hourly, Non-Exempt (1,200 hours per fiscal year)

#### **Employment**

**Classification:** Coordinator (C)

#### **Job Summary**

This position reports to the Director of CompassKids and is based at the South Naperville Campus. The CompassKids Elementary Coordinator serves the mission of *Helping People Find & Follow God* by partnering in the leadership and daily operation of the Elementary Ministry (Grades 1–5). This role helps create a safe, welcoming and engaging environment where children grow in their faith while equipping volunteers and partnering with families to foster meaningful connections within the ministry.

The position requires regular weekend availability and includes occasional evening commitments for ministry events, volunteer development and staff meetings.

#### **Duties/Responsibilities**

Responsibilities include, but are not limited to:

##### *Ministry Leadership*

- Partner with the Director of CompassKids to implement the vision, strategy and philosophy of ministry for the Elementary Ministry.
- Assist in planning, coordinating and executing ministry programs, events and special initiatives.
- Collaborate with Campus staff and ministry leaders to ensure a consistent and meaningful CompassKids experience for children and families.
- Support the ongoing evaluation of ministry effectiveness through participation data, goals, feedback and stories of life change.

##### *Volunteer Leadership*

- Assist with recruiting, onboarding, training, equipping, scheduling and encouraging the volunteers serving within the Elementary Ministry.
- Foster healthy volunteer relationships through ongoing communication, appreciation and leadership development.
- Ensure volunteer applications, background checks and required documentation remain current and compliant with church policies.

##### *Family Engagement*

- Assist in welcoming and assimilating new elementary families into the life of The Compass Church.
- Build positive relationships with children, parents and volunteers while providing a welcoming and supportive ministry experience.
- Communicate ministry information effectively through church management systems, email and other digital communication tools.

### *Ministry Administration*

- Maintain accurate volunteer records, participant attendance and ministry documentation through church management systems and other ministry databases.
- Assist in developing and managing the ministry budget by monitoring expenses and practicing responsible stewardship of ministry resources.
- Maintain compliance with CompassKids policies, procedures and child safety standards.
- Collaborate with staff and volunteers to ensure ministry environments are prepared, organized and operating effectively.
- Perform other duties as assigned.

### **Required Skills/Abilities**

#### *Qualifications*

- Strong organizational, administrative and time management skills with attention to detail.
- Excellent interpersonal, written and verbal communication skills.
- Ability to recruit, develop and encourage volunteers.
- Ability to prioritize multiple responsibilities in a fast-paced ministry environment.
- Proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams).
- Ability to learn and effectively use church management software and other ministry technology.
- Self-motivated with the ability to work independently while collaborating effectively with staff and volunteers.

#### *Spiritual Expectations*

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Demonstrate a growing relationship with Jesus Christ.
- Regularly attend weekend worship services at The Compass Church.
- Be a member of The Compass Church or become a member within 12 months of employment.
- Attend monthly All-Staff meetings.

### **Physical Requirements**

- Ability to move throughout classrooms and ministry spaces while actively engaging with children, families and volunteers.
- Ability to remain standing and walking for extended periods during weekend services and ministry events.
- Frequently lift, carry and move ministry supplies and equipment weighing up to 25 pounds.
- Ability to set up and tear down classrooms and ministry environments as needed.
- Prolonged periods of sitting and working at a computer when performing administrative responsibilities.
- Frequent use of standard office equipment.