



Job Description

Position: CompassKids 1st-5th Grade Coordinator, South Naperville Campus

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

Schedule: Part-time, 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 in the needs of children and their development
- Personal and interpersonal skills that connects well with others
- Creative and strategic agility for moving the ministry forward
- Ability to understand the changing landscape of adolescence and culture
- Organizational skills for time management and personal balance

Responsibilities:

- Weekend: Saturdays at 5:15p and Sundays at 9 & 10:45a
 - **1st-2nd Grade Room:** organize/sanitize room, purchase necessary items, staff with volunteers to meet child to adult ratio, prepare curriculum and craft for weekend lesson. Create introductory activity for small group/large group time.
 - **3rd-5th Grade Room:** set up and tear down room, purchase necessary items, staff with volunteers to meet child to adult ratio, prepare curriculum and craft for weekend lesson. Create questions for small group discussion time. Delegate/assign responsibilities to small group leaders/team leaders.
- Volunteers/Leaders
 - Recruit, onboard, and train new volunteers; develop team leaders
 - Communicate weekly expectations to volunteers
- Safety/Admin
 - Create and implement procedures that ensure safety/security within CompassKids settings
 - Steward a ministry budget
 - Manage CRFs, Rock, and IT related items
- 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 staff meetings and 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 and PowerPoint.