THECOMPASSCHURCH

Job Description

Position: **CompassKids Coordinator, Bensenville Campus**

Reports to: **Pastor of CompassKids**

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

Employment Classification: Coordinator/Manager (C)

Job Summary

This position reports to the Pastor of CompassKids and is based at the Bensenville Campus. The CompassKids Coordinator serves the mission of *Helping People Find & Follow God* by leading CompassKids for children from Infancy through 5th Grade. This position develops volunteer leaders, partners with families and oversees safe, welcoming and engaging ministry environments that help children grow as disciples of Jesus Christ.

The position requires regular weekend availability, including Christmas Eve and Easter weekend, as well as occasional evening and midweek commitments for meetings, volunteer development, ministry programs and special events within the position's annual hours.

Duties & Responsibilities

Responsibilities include, but are not limited to:

Ministry Leadership & Development

- Implement the Campus vision and disciple-making strategy for CompassKids in partnership with the Pastor of CompassKids and in alignment with The Compass Church's priorities.
- Plan and lead weekend ministry, camps, outreach initiatives and special events while maintaining the ministry calendar.
- Develop and lead midweek Bible programs that deepen children's faith, as staffing, volunteer support and ministry capacity allow.
- Collaborate with Campus Staff and ministry leaders to evaluate and improve ministry effectiveness using attendance, feedback, goals and stories of life change.

Volunteer Leadership & Development

- Recruit, onboard, train, schedule and encourage volunteers to serve effectively within CompassKids.
- Serve as a leader of leaders by recruiting, equipping and empowering volunteer Team Leaders, Group Leaders and Ministry Leaders.
- Provide ongoing support, communication and development opportunities to strengthen volunteer engagement and effectiveness.

Family & Congregational Engagement

- Welcome new families, build relationships with children and parents and help families connect with The Compass Church.
- Communicate regularly with families, volunteers and Staff through church systems, email and other ministry communication tools.
- Partner with families to support children's spiritual growth and engagement in the life of the church.

Child Safety & Ministry Operations

- Ensure compliance with child safety policies, check-in and security procedures, volunteer screening, background checks and required documentation.
- Maintain safe, welcoming, organized and engaging classrooms and ministry spaces.

- Coordinate ministry supplies, classroom preparation, setup and teardown for weekend services, programs and special events.
- Maintain accurate attendance, volunteer and ministry records in accordance with church procedures.

Budget & Resource Management

- Manage the CompassKids ministry budget and resources responsibly and in accordance with established church policies.
- Monitor ministry needs and coordinate the purchase and use of supplies and materials to support effective programming.

Staff Collaboration & Administration

- Participate in Campus Staff collaboration, ministry planning and required Staff meetings.
- Perform other duties as assigned.

Required Skills & Abilities

Qualifications

- Strong organizational, administrative and time management skills with exceptional attention to detail.
- Excellent written and verbal communication skills and the ability to build positive relationships with children, families, volunteers and Staff.
- Ability to recruit, equip, encourage and develop volunteer leaders.
- Ability to prioritize multiple responsibilities, work independently and collaborate effectively in a busy ministry environment.
- Proficiency in Microsoft 365 and the ability to learn church management software and other ministry technology.
- Ability to exercise sound judgment, maintain confidentiality and handle ministry responsibilities with care and professionalism.

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. If married, the employee's spouse is also expected to become a member.
- 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.