



Job Description

- Position:** **CompassKids Age 4-5/Grades K-1 Coordinator, Naperville Campus**
- Reports to:** **Pastor of CompassKids, Naperville Campus** – Dan Huffman
- Schedule:** **Part-time (1,050 hours per fiscal year; est. 20 hours/week)** / Hourly, Non-Exempt
*Most weekend hours are required to lead Age 4-5 and Grades K-1 weekend teams.
Must participate in weekly staff meetings. The hours for the remainder of the week are flexible.*

Employment

Classification: Coordinator/Manager (C)

Overview:

The Naperville CompassKids Age 4-5/Grades K-1 Coordinator is responsible for leading the Age 4-5 and Grades K-1 classroom volunteer teams. This includes casting vision, coordinating schedules, equipping volunteers for success, as well as supporting and coaching volunteers towards effective ministry. In addition, this role also includes scheduling volunteers for our Sensory Room. We currently do not have a Disability Ministry, but we still want to minister well to families affected by a disability. The Coordinator is an excellence-driven team builder that will develop a healthy volunteer culture in our Age 4-5 and Grades K-1 classrooms as well as our Sensory Room. This individual must have a firm handle on the CompassKids mission, vision, and values as well as those that represent the church at large.

The Coordinator should be a team player with clearly recognized gifts in the following areas:

- **Detail Oriented** - from supplying rooms to designing programming and events, this person must be able to keep many details straight and maintain a high level of excellence in a challenging environment.
- **Focus** - can take direction, follow through, and make the corrections necessary to stay on track. Prioritize and then act.
- **Relational Ability** - a “people” person who works well with staff and volunteer teams to “make church happen.” This individual lives and breathes the idea of making the “best first impression” of our church to parents and children.
- **Includer** - you accept others instinctively. You want to include others and make them feel a part of the group. You long to create places and opportunities to make people feel a sense of belonging.
- **Developer** - recognizes and cultivates the potential in others. They spot the signs of each small improvement and derive satisfaction from these improvements.
- **Coach** - ability to assess the effectiveness of volunteers and give both positive and constructive feedback aimed at developing leaders.
- **Maximizer** - focuses on strengths as a way to stimulate personal and group excellence. They seek to transform something strong into something superb.

Other qualities deemed necessary to success:

- **Team Player** - this individual has the ability to work collaboratively at The Compass Church on a daily basis.
- **A “Can-do” Attitude** - willing to do “whatever it takes” to make weekend services and special event programming happen.
- **Personal Charisma** - needs to be an energetic, emotionally intelligent leader who longs to equip and inspire volunteers.

Responsibilities:

- Recruiting, scheduling, and training volunteers involved in the Age 4-5 and Grades K-1 program at our Naperville Campus. These volunteers would include those participating in the large group, small group, curriculum, and technical teams at our Naperville Campus.
- Recruit and schedule volunteers to serve in our Sensory Room designed for children that are unable to be integrated into our CompassKids classrooms because of sensory sensitivities.
- Motivate and grow leaders who step up to can manage each classroom in your absence.
- A motivator with an eye for detail and a passion for bringing the Bible to life for children are essential qualities for success in this role.
- Ability to be an effective teacher for the Age 4-5 and Grades K-1 rooms on the weekends as needed.
- Communicate via email weekly to volunteers (adults, youth, and parents of youth) the schedule, lessons and updates/needs.
- Maintain the ratios of the classrooms at each service. These are 8 children per 1 adult for the Age 4-5 and Grades K-1 classrooms.
- Identify and order any supplies for rooms, crafts, activities, or volunteers.
- Using the provided curriculum, choose pre-service and small group activities that constantly enrich the curriculum to bring lessons to life for children.
- Address safety concerns and escalate/communicate to families/volunteers/staff.
- Partner with the Naperville CompassKids Pastor on all aspects of safety, programming, and event design and delivery.
- Hold the value of teamwork at the highest standard.
- Contribute on outreach opportunities like Live Nativity, Family Movie Nights, etc.

General 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.