



Job Description

Position: CompassKids Coordinator, Hinsdale Campus

Reports to: Pastor of CompassKids, Naperville Campus – Dan Huffman

Schedule: Part-time (up to 20 hours/week) / Hourly, Non-Exempt
Most weekend hours are required to lead weekend volunteers.
The hours during the week are flexible.

Employment Classification: Coordinator/Manager (C)

Overview:

The CompassKids Coordinator, Hinsdale Campus is responsible for leading the Preschool and Grade School classroom volunteer teams especially during the incubation-period (January-September 2024) of the Hinsdale Campus. During this time the focus will be on growing the number of people attending the Hinsdale Campus meeting at The Community House located at 415 W 8th St, Hinsdale, IL 60521. The hope is that by September a Campus Pastor will be hired and they will look to hire a part-time Children's Director. The person in this coordinator role would be considered first for that position but not guaranteed it. This role includes coordinating schedules, equipping volunteers for success, as well as supporting and coaching volunteers toward effective ministry. 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:

- **Detailed 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 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 can work collaboratively at The Compass Church daily.
- **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:

- Scheduling volunteers involved in the Preschool and Grade School classrooms located in the Rotary North and Rotary South rooms of The Community House. These volunteers would include teachers and small group leaders. There must be at least two adults in each classroom.
- Ideally, but not necessarily, can be an effective teacher for either classroom as needed.
- Communicate via email or phone 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 Preschool classroom and 10 children per adult for the Grade School classroom. The minimum for safety is at least two adults per classroom.
- Work with the Naperville Campus CompassKids Staff to acquire any supplies for rooms, crafts, activities as well as advice and support.
- 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.

Additional Requirements:

- **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.**
- **Basic understanding of Microsoft Office.**