



## Job Description

**Position:** CompassKids Elementary Coordinator, Hobson Campus – TBD

**Reports to:** Pastor of CompassKids, Hobson Campus– Dan Huffman

**Schedule:** Part-time (1,050 hours per fiscal year; est. 20 hours/week) / Hourly, Non-Exempt  
*Some weekend attendance required in order to lead Elementary teams.  
Must participate in Tuesday morning staff meetings. The hours for the remainder of the week are flexible.*

### Employment

**Classification:** Coordinator (C)

### Summary:

The Hobson CompassKids Elementary Coordinator is a part-time position that is responsible for leading the Elementary classroom volunteer team. This includes casting vision, coordinating schedules, equipping volunteers for success, as well as supporting and coaching volunteers towards effective ministry. The CompassKids Elementary Coordinator is an excellence driven team builder that will develop a healthy volunteer culture in our Elementary classroom. Under the direction of the Hobson CompassKids Children's Pastor, the Hobson CompassKids Elementary Coordinator should be a team player with clearly recognized gifts in the following areas:

- **Detailed Oriented**- from supplying rooms to implementing 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:**

Under the direction of the Hobson CompassKids Pastor and the Hobson Campus Pastor, the Hobson CompassKids Elementary Coordinator's goal is to lead the Elementary classroom volunteer team. This includes casting vision, coordinating schedules, equipping volunteers for success, as well as supporting and coaching volunteers towards 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.

Responsibilities include the following:

- Recruiting, scheduling and training volunteers involved in the Elementary program at the Hobson Campus. These volunteers would include those participating on the large group, small group, curriculum, and technical teams at the Hobson Campus.
- 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 Elementary or 5th Grade rooms on the weekends.
- 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 10 children per 1 adult for both the Elementary and 5th Grade 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.
- With our growing ministry, be prepared to evaluation and potentially launch a separate room to minister to our 5th graders on the weekend.
- Hold the value of teamwork at the highest standard.
- Contribute on outreach opportunities like Road to Resurrection, Family Movie Nights, etc.
- Attend weekly campus/ministry staff meetings and various CompassKids planning 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 and Rock.
- A willingness to take on other duties as assigned.