



THE COMPASS CHURCH

## The Compass Church Job Description

**Position:** CompassKids Nursery Coordinator/Hobson – TBD  
**Reports to:** CompassKids Pastor/Hobson – Dan Huffman  
**Schedule:** Part-time (1,050 hours per fiscal year; est. 20 hours/week) / Hourly, Non-Exempt  
*Most weekend hours are required in order to lead Nursery and Toddler 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 Campus CompassKids Nursery Coordinator is a part-time position and is responsible for leading the volunteer teams for the Nursery and Toddler classrooms. This includes casting vision, coordinating schedules, equipping volunteers for success, as well as supporting and coaching volunteers towards effective ministry. They should be an excellence driven team builder that will develop a healthy volunteer culture in our Nursery and Toddler classrooms. They should possess the desire to create a safe, welcoming and exciting environment where children grow spiritually. Under the direction of the Hobson CompassKids Children's Pastor, this person should be a team player with clearly recognized gifts in the following areas:

- **Leadership**- the Hobson Campus CompassKids Nursery Coordinator will be responsible for developing and executing a compelling, God-centered program in a multi-age environment. In this role, the Hobson Campus CompassKids Nursery Coordinator will be charged with recruiting, retaining, scheduling, training and inspiring volunteers to create and maintain a high standard of excellence in our program.
- **Detailed Oriented**- from supplies in 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 constant changing and challenging environment.
- **Focus**- can take direction, follow through, and make the corrections necessary to stay on track. They prioritize and then act.
- **Relational Ability**- a "people" person who works well with staff, parents and volunteer teams to "make church happen." This individual lives and breathes the idea of making the "best first impression" of our church to volunteers, parents and children.
- **Includer**- you accept others, instinctively. You want to include others and make them feel part of the group, creating 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**- needs to work collaboratively at The Compass Church on an ongoing 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 and families.

### **Responsibilities:**

Under the direction of the Hobson Campus CompassKids Children's Pastor, the Hobson Campus CompassKids Nursery Coordinator's goal is to lead the volunteer teams in the Nursery and Toddler classrooms. 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. Your responsibilities would include the following:

- Recruit, schedule and train volunteers involved in the Nursery and Toddler programs at the Hobson Campus. These volunteers would include those participating on the teaching, curriculum, and caregiver teams at the Hobson Campus. Periodically contact substitutes to fill vacancies for teaching roles. Note there is very simple curriculum in the Toddler room only.
- Motivate and grow leaders who can manage registration and each classroom in your absence.
- Manage and document the applications of volunteers. May require personal interview to clarify answers on application. Including checking references for new applicants and maintaining the lanyards for our volunteers.
- 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 2 children per 1 adult for the Nursery and 3 children per 1 adult for the Toddler room.
- Identify and order any supplies for rooms, crafts, activities or volunteers.
- Send out personalized cards for children & volunteer birthdays, newborns, miss you, get well soon and welcome postcards.
- Address safety concerns and escalate/communicate to families/volunteers/staff.
- Foster a welcoming environment for families and visitors through a well-organized and friendly registration team.
- Foster a sense of belonging where children can begin developing lifelong relationships with peers and mentors.
- Partner with the CompassKids Pastor on all aspects of safety and programming, as well as event design and delivery.
- Build and maintain relationships with adult and youth volunteers and parents/guardians.
- Encourage volunteers to come behind youth volunteers and mentor/pray with and for them.
- Hold teamwork at the highest standard.
- Contribute on outreach opportunities like Road to Resurrection, Family Movie Nights, etc.
- Attend monthly All-Staff meetings and various CompassKids planning 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.