



## Job Description

**Position:** CompassKids & Office Intern, Bolingbrook Campus

**Reports to:** Laura Jimenez

**Schedule:** Part-time (up to 20 hours/week) / Hourly, Non-Exempt  
Includes weekends.

**Duration:** 13 weeks

**Employment Classification:** Intern (I)

### Role Overview:

Our Campus is growing in both outreach and discipleship. This internship will specialize in the Kids Ministry and Office Manager responsibilities. This internship will assist the kids' ministry on Sundays, with activities for our CompassKids Ministry, Summer Nights (one weekday), and our Bolingbrook Recreation Ministries (Soccer Camp).

### Objectives:

- Work with the CompassKids group on Sundays, Soccer Camp, and Summer Nights with CompassKids by teaching and leading activities.
- Be present in both CompassKids services on Sundays and Summer Nights on Wednesdays.
- Coordinate all the sign up, list/information/process for CompassKids, during our Campus activities for Summer Nights, Soccer Camp, 5 Day Clubs and Back to School Backpack Blessing.
- Check-in, start activities, and teach on Sundays at the CompassKids group, helping them grow in faith.
- Work with the CompassKids Director to coordinate the Sunday Volunteers schedule at CompassKids for services, for all groups, Nursery to 5th Grade.
- Attend and work in conjunction with the Bolingbrook Campus Staff on various events and initiatives.
- Update CompassKids & Students Director with conversations with parents and kids for care issues.
- Work with Office Manager to learn and help with different aspects of running an office, including helping at the front desk.

### Requirements and Expectations:

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Have a strong sense of calling to work in church ministry.
- Be committed to the mission, vision, priorities, and ministry philosophy of The Compass Church.
- Attend The Compass Church, Bolingbrook Campus weekend worship services on a regular basis.
- Attend supervisor meetings, Campus staff meetings, intern cohort meetings, and all-church staff meetings.
- Team player with leadership skills.
- Proactive communicator.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.