



Job Description

Position: CompassKids Intern, Wheaton Campus- TBD
Reports to: Director of CompassKids, Wheaton Campus – Sue Myroup
Schedule: Part-time (up to 20 hours/week) / Hourly, Non-Exempt
Includes weekends.
Duration: 13 weeks

Employment

Classification: Worker (W)

Role Overview: The CompassKids Intern is a part time position offering a student practical experience while providing ministry support in all aspects children’s ministry at our Wheaton campus. The CompassKids Intern is an individual impassioned to work in Church Ministry for children ages birth-fifth grade. An intern who is an organizer that will uphold the systems and practices of the CompassKids program. Under the direction of the Wheaton CompassKids Director, the CompassKids Intern should be a team player who is developing strong organization, ministry and technical skills. The intern should have recognized gifts and growing interest in the following areas:

- **Detailed Oriented**- this person must be able to keep many details straight and maintain a high level of excellence in a fast-moving environment.
- **Responsibility** - you are dependable. When assigning new responsibilities, people will look to you first because they know it will get done.
- **Focus**- can take direction, follow through, and make the corrections necessary to stay on track. Prioritize and then act.
- **Maximizer**- focuses on strengths to stimulate personal and group excellence. They seek to transform something strong into something superb.
- **Technical Ability**- a person who is capable of learning and using various software programs, including Microsoft Office and Rock. Training will be provided for Rock.

Other qualities deemed necessary to success:

- **Team Player**- this individual will work collaboratively at The Compass Church with staff and volunteers.
- **A “Can-do” Attitude**- willing to learn and do “whatever it takes” to work with the CompassKids Director and volunteer teams to make weekend services, midweek programs and special events happen.
- **Personal Charisma**- needs to be an energetic, emotionally intelligent leader with a desire to learn and practice ways to equip and inspire staff, volunteers, and guests.

Responsibilities:

Under the direction of the Wheaton CompassKids Director, the CompassKids Intern’s primary goal is to learn and practice the duties involved in running a successful children’s ministry program. This individual must be willing to gain a strong understanding of and live out the CompassKids mission, vision, and values as well as those that represent the church at large. The intern will be responsible to learn and manage the following duties:

- Stay connected with CompassKids Director and volunteers by attending scheduled meetings.
- Oversee aspects of Weekend Programming, Child Dedications, Child Baptisms, CompassKids Team

meetings and Special Events as assigned by the Director. Including monitoring registrations, organizing and preparing materials.

- Assist, as a leader, in one area of Wheaton CompassKids Ministry (weekend services or mid-week programming).
- Contribute on outreach opportunities like Summer Kids Camp and other Special Events, etc.
- Oversee the calendar of the CompassKids Director. This includes sending meeting invitations and responding to some emails.
- Organize CompassKids materials as assigned and help the team keep them tidy.
- Maintain CompassKids electronic materials such as Team Handbooks and forms.
- Printing or copying of various materials needed for the ministry.
- Work with our Communications department to keep our website updated.
- Submitting CRF (Communication Request Forms) so that the Communications department has what it needs to create new materials.
- As a key player on our team, the Wheaton CompassKids Intern will hold the value of teamwork at the highest standard.
- Manage EventU for CompassKids room assignments and facilities needs throughout the year.
- Submit online registration requests to IT for all events.
- Manage child mailing reports and labels in Rock for birthdays, welcome, and missing cards.
- Make Volunteer lanyards for all CompassKids volunteers.

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, Wheaton Campus weekend worship services on a regular basis.
- Attend CompassKids 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.