



Job Description

- Position:** CompassKids Grades 2-5 Coordinator, Naperville Campus – TBD
- Reports to:** Pastor of CompassKids, Naperville Campus – Dan Huffman
- Schedule:** Part-time (1,200 hours per fiscal year)/ Hourly, Non-Exempt
*Most weekend hours are required in order to lead Grades 2-5 weekend team.
Some weekday evenings may be required in order to lead 5th Grade events.
Must participate in weekly staff meetings. The hours for the remainder of the week are flexible.*

Employment

Classification: Coordinator/Manager (C)

Overview:

The Naperville CompassKids Grades 2-5 Coordinator is responsible for leading the Grades 2-5 classroom volunteer teams. This includes casting vision, coordinating schedules, equipping volunteers for success, as well as supporting and coaching volunteers towards effective ministry. The Coordinator is an excellence driven team builder that will develop a healthy volunteer culture in our Grades 2-5 classroom. This not only includes weekend ministry, but also our summer camp and 5th Grade events. 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:

- **Detail-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 in to 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:

- Recruiting, scheduling, and training volunteers involved in the Grades 2-5 program at our Naperville Campus. These volunteers would include those participating on the large group, small group, curriculum, and technical teams at our Naperville 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.
- As needed, be capable of effectively teaching the Grades 2-5 or 5th Grade rooms.
- 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 Grades 2-5 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.
- Oversee the planning and execution of our summer SpringHill Day Camp and be our liaison with the SpringHill leadership team.
- Oversee all details for multiple retreats and other events for 5th Graders to relationally connect with each other, adult volunteers, and most of all God. Currently we offer Arctic Blast, SuperStart, and Cold Case Christianity, and God's Crime Scene.
- Oversee all details to successful transfer our 5th Grade students from CompassKids and into Journey, our Junior High Ministry, at the beginning of summer. A healthy partnership with our Junior High Youth Pastor is crucial for this to happen.
- Hold the value of teamwork at the highest standard.
- Contribute on outreach opportunities like the Quest, Live Nativity, Family Movie Nights, etc.

Additional Requirements:

- Attend weekly campus/ministry staff 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.
- A willingness to take on other duties as assigned.