



Job Description

Position: CompassKids Early Childhood Coordinator, South Naperville Campus

Reports to: Director of CompassKids, South Naperville Campus – Mina Low

Schedule: Part-time (1,200 hours per fiscal year) / Hourly, Non-Exempt,
Requirement to work at all weekend services, as well as other possible events outside of normal working hours as required by leadership (allotted up to 6 weekends off per year)

Employment

Classification: Coordinator/Manager (C)

Desired Qualifications:

- Deeply rooted faith in Jesus Christ with a desire for personal growth
- Experience working with children and adults of various ages and knowledge in the needs of children and their development
- A drive to inspire others through mission, vision, and purpose
- Personal and interpersonal skills that connects well with staff, volunteers, parents, and children
- Creative and strategic agility for moving the ministry forward
- A focus on raising up disciple-makers
- Ability to understand the changing landscape of adolescence and culture
- Commitment to results
- Organizational skills for time management and personal balance

Responsibilities:

- Weekend
 - Responsible for 2s/3s weekend curriculum and staffing infant, toddlers, and 2s/3s room on weekend with volunteers
 - Organization and sanitation of rooms: clean toys and surface areas, equip each room with necessary items (diapers, extra clothing for accidents, baby wipes, etc), wash items at home if necessary
- Midweek SLURP jr
 - Design and lead midweek program, SLURP jr, for parent (adult), and child
 - Assess programming & events through goal results, data, & transformational stories
- Childcare
 - Collaborate with CompassKids Director to assist with childcare needs for Church-Wide events
- Volunteers/Leaders
 - Lead, train, and spiritually encourage volunteer team through relational means
 - Recruit and onboard new volunteers
 - Communicate weekly expectations from volunteers
- Safety/Admin
 - Create and implement policies that ensure safety and security systems within CK settings
 - Responsibility to prepare and steward a ministry budget
 - Manage EventU, CRFs, and Rock reporting.
 - Submit online registration requests to IT for all events.
- Work in partnership with SN Campus staff, while collaborating with other campuses' CK staff
- Set an example of being relationally engaged with the people of our SN Campus

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.