



Job Description

Position: Junior High Coordinator, South Naperville Campus

Reports To: Pastor of Student Ministries, South Naperville Campus – Leonard Mosiah

Schedule: Part-Time (1,200 hours per fiscal year; est. 20+ hours/week) / Hourly, Non-Exempt

Employment Classification: Coordinator

Competencies

- Detail-Oriented – ability to work with church database (Rock), securing rooms, purchasing, and preparing items for events.
- Focus – teachable, can take direction, communicate effectively.
- Relational Ability – outgoing, people person able to work well with adults and students. Connect well with church staff. This individual can make huge first impression on all people.
- Includer – strong desire to make students feel a sense of belonging, can create environments for this to happen.
- Maximizer – recognizes how his/her strengths can be used to full potential to take student ministries to the next level.
- Personal Charisma – motivated, energetic, and always engaged.

Junior High Coordinator

- Relationally connect with students in person and create sticky atmosphere.
- Oversee the planning and execution of weekly JHM large group gatherings.
- Support JHM small groups, leaders, and hosts.
- Partner with Student Pastor to recruit, train, and empower volunteers to serve in meaningful ways.
- Design ways for students to grow in the four core values of The Compass Church – Pursue, Connect, Serve, Reach.
- Communicate to volunteers and parents (text, email, phone call).
- Prioritize the assimilation of new students and next steps for believers in their spiritual formation.
- Work with Student Pastor on promotion and logistics for JHM retreats and events (i.e., Winter/summer retreats, mission trips, local service projects, move up).
- Partner with Student Pastor to champion evangelism and community impact through various initiatives.
- Select and purchase needed materials to enhance programs, spaces, or activities.
- Must be present at JHM large group/small groups. Flexibility in Small group settings.

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.