



## Job Description

**Position:** Early Family Coordinator, South Naperville Campus

**Reports to:** Campus Pastor, South Naperville Campus

**Schedule:** Part-time (1,200 hours per fiscal year; est. 24 hours/week) / Hourly, Non-Exempt, Requirement to work at all weekend services (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
- Personal and interpersonal skills that connects well with others
- Creative and strategic agility for moving the ministry forward
- Ability to understand the changing landscape of adolescence and culture
- Organizational skills for time management and personal balance

### Responsibilities:

- Weekend: Saturdays at 5:15p and Sundays at 9a and 10:45a
  - **Infant/Toddler Room:** organize/sanitize rooms, purchase necessary items, staff with volunteers to meet child to adult ratio
  - **2s/3s Room:** organize/sanitize room, purchase necessary items, staff with volunteers to meet child to adult ratio, prepare curriculum and craft for weekend lesson
  - **PreK Room:** organize/sanitize rooms, purchase necessary items, staff with volunteers to meet child to adult ratio, prepare curriculum and craft for weekend lesson
- Volunteers/Leaders
  - Recruit, onboard, and train new volunteers; develop team leaders
  - Communicate weekly expectations to volunteers
- Safety/Admin
  - Create and implement procedures that ensure safety/security within CK settings
  - Steward a ministry budget
  - Manage CRFs, Rock, and IT related items
- Contribute vision, ideas, and support to midweek SLURP ministry
- Work in partnership with South Naperville Campus staff, while collaborating with other Campuses' CompassKids staff
- Set an example of being relationally engaged with the people of the South Naperville Campus

### Requirements:

- Attend weekly Campus staff meetings and 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 and Power Point

