



Job Description

- Position:** Interim Student Ministries Coordinator
- Reports to:** Student Ministries Pastor and/or Campus Pastor
- Schedule:** Part-time (approx. 24 hrs./week; up to 300 hours total for the summer); Hourly, Non-Exempt Schedule is flexible but will include a mix of daytime, evening and occasional weekend responsibilities based on ministry needs.
- Duration:** Summer Seasonal; May-August 2026 (not to exceed 300 hours)
- Employment Classification:** Coordinator/Manager (C)

Summary

The Interim Student Ministries Coordinator provides hands-on leadership, relational presence and administrative support for Campus Student Ministries teams during the summer season. This role helps execute weekly programming, events, camps and outreach opportunities for Junior High and High School students in alignment with the mission of The Compass Church: *Helping People Find & Follow God.*

This is a hands-on, execution-focused role designed to support Campus Student Ministries during a key ministry season. This position does not include internship or developmental responsibilities, but instead focuses on leading, organizing and supporting ministry environments and experiences.

Responsibilities

Ministry Execution & Student Engagement

- Help lead weekly student gatherings (Junior High and High School environments)
- Help create welcoming, engaging and spiritually meaningful environments for students
- Build relationships with students through consistent presence at programs, events and key ministry moments
- Support teaching, facilitating small groups or leading portions of programming

Events, Camps & Trips

- Help plan, coordinate and execute summer events, retreats, service projects and outreach opportunities
- Support logistics including registrations, transportation, communication and on-site execution
- Assist with check-in, student management and overall experience of events and trips
- Communicate clearly with students, parents and volunteers regarding schedules and expectations

Volunteer Support

- Assist in coordinating and supporting volunteer leaders
- Help communicate weekly updates, schedules and expectations to volunteers
- Provide on-the-ground support during programs and events to ensure volunteers are equipped and confident

Administrative & Operational Support

- Maintain accurate attendance and participation records
- Assist with communication (emails, texts and announcements) to students and families
- Help manage calendars, facility needs and program logistics
- Coordinate with Campus staff and central teams (Communications, Facilities, etc.) to support ministry needs
- Support basic budget tracking and expense coordination for summer events

Campus & Team Collaboration

- Work as part of the Campus staff team to support overall ministry alignment
- Collaborate with Student Ministries staff across Campuses for shared summer initiatives
- Assist with Church-wide events where Student Ministries is involved

Relational Ministry

- Build authentic relationships with students through regular presence at ministry events, small groups and various key moments in their lives
- Foster a welcoming environment where all students feel known, valued and encouraged to grow in faith

Qualifications

- A growing relationship with Jesus Christ and alignment with the mission and beliefs of The Compass Church
- Experience working with students (church, camp, school or related context preferred)
- Strong relational skills and ability to connect with Junior High and High School students
- Organized, proactive and able to manage multiple responsibilities
- Clear and effective communication skills
- Team-oriented with a willingness to jump in and serve where needed

Requirements

- Affirm The Compass Church Statement of Faith and be aligned with the Evangelical Free Church of America
- Attend weekend worship services regularly
- Participate in relevant Campus or ministry staff meetings
- Be proficient (or willing to learn) church systems (e.g., Rock, Planning Center, etc.)
- Demonstrate flexibility and a willingness to take on additional duties as assigned

Key Distinctives of This Role

- Seasonal, short-term role (May to August 2026)
- Execution-focused (not developmental or internship-based)
- One of four identical roles, with one coordinator assigned to each of the Naperville, South Naperville, Wheaton and Hinsdale Campuses
- High relational presence combined with strong administrative support