



THE COMPASS CHURCH

Job Description

Position: Early Family Coordinator, South Naperville Campus

Reports to: Campus Pastor

Schedule: Part-time / Hourly, Non-Exempt (1,200 hours per fiscal year)

Employment

Classification: Coordinator/Manager (C)

Job Summary

This position reports to the Campus Pastor of the South Naperville Campus and provides leadership and oversight for Early Family ministry, serving infants through PreK. The Early Family Coordinator serves the mission of *Helping People Find & Follow God* by creating safe, welcoming and engaging environments where young children can learn about Jesus and families can experience meaningful connection with The Compass Church.

The Early Family Coordinator recruits, develops and supports volunteers, oversees weekend and midweek programming, coordinates childcare for special events and ministries and partners with South Naperville Campus Staff and CompassKids Staff across Campuses to strengthen the overall Early Family ministry.

The position requires regular weekend service responsibilities, including all Saturday and Sunday services, as well as weekday responsibilities, meetings, midweek programming and occasional special events.

Duties/Responsibilities

Responsibilities include, but are not limited to:

Weekend Early Family Ministry

- Provide leadership and oversight for the Infant/Toddler, 2s/3s and PreK environments during all weekend services.
- Serve during all weekend services: Saturdays at 5:15p and Sundays at 9a and 10:45a.
- Ensure Early Family environments are clean, organized, welcoming and appropriately prepared for weekend services.
- Recruit and schedule volunteers to ensure adequate staffing and appropriate child-to-adult ratios.
- Prepare curriculum and crafts for 2s/3s and PreK weekend lessons.
- Purchase and maintain necessary supplies and resources for Early Family environments.
- Help create a safe, engaging and welcoming environment for children and families.

Volunteer & Leader Development

- Recruit, onboard, train and develop new Early Family volunteers.
- Develop and equip team leaders to provide effective leadership within Early Family environments.
- Communicate weekly expectations, schedules and ministry updates to volunteers.
- Encourage and support volunteers in their service and help foster a positive volunteer culture.

Safety & Administration

- Create and implement procedures that promote safety and security within CompassKids environments.
- Steward and manage the Early Family ministry budget.
- Manage CRFs, Rock and ministry-related technology needs and requests.
- Maintain appropriate records and administrative processes related to the ministry.
- Ensure Early Family ministry practices and environments align with church policies and safety standards.

Family Ministry

- Plan and oversee parent/child dedication gatherings.
- Oversee and support midweek Early Family ministry, including Wiggle Wednesdays.
- Coordinate childcare workers for Care Night, Thursday Morning Women's Group, Tuesday evening programming during Slurp and other special events and groups throughout the year.
- Build relationships with parents and families and provide support and encouragement as they engage with the ministry.

Collaboration & Ministry Support

- Work in partnership with South Naperville Campus Staff to support the overall mission and ministry of the Campus.
- Collaborate with CompassKids Staff at other Campuses to support consistency, communication and shared ministry goals.
- Participate in planning and initiatives that support the continued growth and development of Early Family ministry.
- Perform other duties as assigned.

Required Skills/Abilities

Qualifications

- Experience working with children and adults of various ages, with knowledge of early childhood development and the needs of young children.
- Ability to understand the changing needs of young children and families within today's cultural landscape.
- Strong personal and interpersonal skills with the ability to connect well with children, parents, families, volunteers and Staff and build meaningful, positive relationships.
- Ability to recruit, train, equip and lead volunteers effectively.
- Creative and strategic thinking with the ability to identify opportunities to strengthen and grow the ministry.
- Strong organizational and time-management skills with the ability to manage multiple responsibilities effectively.
- Ability to work independently while collaborating effectively with Campus and CompassKids Staff.
- Basic proficiency in Microsoft Office and PowerPoint.
- Ability to learn and effectively use church management systems such as Rock and other ministry-related systems.

Spiritual Expectations

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Demonstrate a growing relationship with Jesus Christ.
- Regularly attend weekend worship services at The Compass Church.
- Be a member of The Compass Church or become a member within 12 months of employment.
- Attend monthly All-Staff meetings.

Physical Requirements

- Ability to move throughout church facilities and Early Family environments as needed.
- Ability to frequently stand, walk, bend, kneel and move throughout children's ministry spaces.
- Ability to occasionally lift and carry items weighing up to 25 pounds.
- Ability to assist with setting up and organizing ministry environments and supplies.
- Frequent use of standard office and ministry equipment.
- Occasional evening and weekend work, including required attendance at all weekend services.