THECOMPASSCHURCH

Job Description

Position: **CompassKids Elementary Coordinator, Wheaton Campus**

Reports to: **Director of CompassKids, Wheaton Campus**

Schedule: **Part-time** / Hourly, Non-Exempt (1,200 hours per fiscal year). Requires availability Wednesday evenings and weekends.

Employment Classification: Coordinator/Manager (C)

Job Summary

This position reports to the Director of CompassKids at the Wheaton Campus and is based primarily at the Wheaton Campus. The CompassKids Elementary Coordinator serves the mission of *Helping People Find & Follow God* by leading, overseeing and developing the CompassKids Ministry for children in kindergarten through 5th grade. This position provides spiritual leadership and operational oversight while partnering with parents and volunteers to help children and families grow in their relationship with Jesus Christ through intentional discipleship, engaging Ministry environments and relational leadership. This position requires a regular weekly commitment, including Wednesday evenings and weekends, with additional hours as needed for Ministry events and activities.

Duties & Responsibilities

Responsibilities include, but are not limited to:

Ministry

Leadership

- Lead, develop and grow the weekend and midweek CompassKids Ministry for children in kindergarten through 5th grade.
- Ensure Ministry environments are engaging, safe, age-appropriate and aligned with the CompassKids mission, vision and values.
- Plan, facilitate and support strategic events and activities that advance CompassKids Ministry goals.

Parent Partnership

- Partner with and equip parents in the discipleship of their children.
- Provide communication, resources and support that help families engage in faith formation at home.

Team & Volunteer Leadership

- Recruit, mobilize, train, equip and care for CompassKids volunteers, group leaders and Ministry leaders.
- Provide ongoing coaching, assessment and development for volunteers.

- Foster a healthy, Christ-centered team culture that encourages collaboration and spiritual growth.

Safety & Operations

- Train volunteers on CompassKids safety, security and check-in systems.
- Ensure compliance with all child safety policies and procedures.
- Oversee and manage the assigned CompassKids budget responsibly.

Collaboration & Communication

- Partner and collaborate with CompassKids pastors and directors across Compass Campuses to promote alignment and consistency in Ministry.
- Meet regularly with the CompassKids Director for alignment, planning and accountability.
- Attend weekly Campus and Ministry Staff meetings.
- Participate in Campus-wide activities and initiatives as needed.
- Perform other duties as assigned.

Qualifications & Requirements

Ministry & Leadership Qualifications

- A clear calling to Ministry and a passion for discipling children and families.
- Demonstrated ability to disciple, lead and care for children, families and volunteers.
- Strong alignment with the mission, vision and values of The Compass Church.

Experience & Skills

- Prior experience leading children's Ministry or a related Ministry role preferred.
- Proven ability to recruit, train and lead volunteers.
- Strong organizational, communication and relational skills.
- Ability to manage budgets and oversee Ministry operations.
- Ability to work collaboratively in a multi-Campus church environment.
- Basic working knowledge of Microsoft Office.
- Bachelor's degree in Ministry, education or a related field preferred, or equivalent Ministry experience.

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. If married, the employee's spouse is also expected to become a member.
- Attend monthly All-Staff meetings.

Physical Requirements

- Prolonged periods of standing, walking and engaging with children in Ministry environments.
- Ability to move throughout church facilities and classrooms as needed.
- Ability to occasionally lift and carry items weighing up to 25 pounds.
- Ability to participate in activities and events involving children.