



COMPASS POINT KIDS COORDINATOR

revision date – April 20, 2026

At Compass Point Bible Church, our purpose is align our lives to the way of Jesus. We do that through intentional formation of our hearts, in our church, around our tables, and through our calling. If you love Jesus, love kids, and want to serve as part of a team committed to helping our church be transformed and seeing God move, keep reading!

Department: Encounter God Together	Start Date: July 1, 2026
Position Status & Hours/Week: Permanent, Full Time (negotiable 30-40 hr/wk)	Salary: \$36,000-48,000 annually + benefits

POSITION OVERVIEW

We are searching for a Compass Point Kids Coordinator who will lead our passionate and caring team of volunteers to nurture and support the spiritual development of the 50-80 kids we serve every week. This role focuses on the Sunday morning experience, cultivating an environment where our kids encounter God together in a compelling way, an essential part of aligning our lives to the way of Jesus. This role is perfect for someone with contagious excitement, strong organizational skills, and the ability to work collaboratively with our team to contribute to the spiritual formation of our kids and families. If you're passionate about these things but have questions about some of the details, we'd love to talk with you!

The primary day-to-day activities will include recruitment, scheduling, and training our serving teams, curriculum and classroom preparation, and cross-department ministry support. This role is focused on serving our nursery, preschool to grade 3, and grade 4&5 groups, and we believe that equipping and developing the leaders of these groups and the spaces they meet in will help remove distractions and focus on relationships. Having details worked out helps leaders to focus on Jesus, be present to each child, and have fun!

You will work as part of the CPBC team under Dave Siverns, Executive Pastor of Weekend Experience & Creative Arts.

RESPONSIBILITIES

Team Recruitment & Development – *leading and supporting those who lead our kids!*

- *Manage weekly Compass Point Kids team communication and schedule in Planning Center*
- *Train team members to help them best serve our kids and families*
- *Create and improve documents and processes that help clarify expectations and resource leaders*
- *Manage recruitment and onboarding, including background checks and plan to protect*
- *Help support and care for team members through regular connections (Sunday morning 9:15 team huddle, regular communication, coffee meetings)*

Curriculum & Classroom Preparation – *coordinating the details so that relationships are primary!*

- *Using the provided curriculum resources (Wonder Ink), curate and prepare Sunday morning content to best serve kids and volunteers in each age group, including lessons, activities, songs, and bible teaching*
- *Oversee preparation of all physical material for activities*
- *Equip classroom spaces with appropriate décor and materials*
- *Evaluate environment to ensure safe, clean spaces are maintained*
- *Oversee weekly media and A/V needs*

Cross-Department Planning and Support – *what else can we do to help align lives to the way of Jesus?*

- *Participate in regular staff, team, and one-on-one meetings where we brainstorm, discern, and plan together*
- *Help develop and lead programs and events that support spiritual formation and offer missional opportunities for kids and families (e.g. summer events, family focused gatherings and groups)*



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HOW YOUR TIME WILL BE SPENT

Team Recruitment & Development	50%
Curriculum & Resource Preparation	25%
Cross-Department Planning and Support	20%
Professional Development	5%

Our staff spend most of our work time in-office, with the option for some remote work. There is an expectation of regular presence and participation in our Sunday Compass Point Kids ministry and our weekly Wednesday staff, team, and pastoral meetings. Beyond that, we have a desire to support personal and work rhythms in a way that will help you and the ministry flourish.

IDEAL QUALIFICATIONS, EXPERIENCE, & EDUCATION

- A passion for working with children and families
- Experience in church ministry, day or overnight camp, daycare, or other children’s programming
- Experience working with volunteers, and ability to inspire and equip others to lead and love kids
- Skills in organization systems, budgeting, event planning, and a passion for getting the details right
- Willingness to learn and the ability to see and creatively solve problems
- An ability work with these applications and social platforms: Planning Center, Microsoft 365, Realm, Instagram
- Minimum of High School diploma, with a preference for formal education in a field related to child development or education
- A committed follower of Jesus Christ - authentic lifestyle demonstrating consistent character and spiritual growth
- In full agreement with CPBC’s Mission, Vision, Values and Beliefs

HIRING PROCESS

If you’re interested in this position, please submit your resume to Dave Siverns at dsiverns@compasspointbc.com and he will connect with you to set up an interview. This posting will be open until the position is filled.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned and agreed to, to meet the ongoing ministry needs of CPBC.