



## **Compel Kids Jr. Point**

**Department: Compel Kids Jr**

**Reports to: Campus Pastor/ Compel Kids Jr. Director**

**Location: HORN LAKE**

### **OVERVIEW OF POSITION:**

Manages Sunday morning services and Wednesday night activities if needed.

### **POSITION RELATIONSHIPS:**

Oversees a team of volunteers for Compel Kids Jr. and the Compel Kids Jr environment.

### **QUALIFICATIONS:**

A member of Compel who has volunteered in CKJr or a Compel Kids Environment.

### **CHARACTER REQUIREMENTS:**

A team player who leads with excellence, humility, confidence, inclusion and intentionality.

### **SPECIFIC RESPONSIBILITIES:**

Works with the Compel Kids Jr. Director and Next Gen team to build a foundation for Christian education.

- Communicates with Campus Pastor/Campus Coordinator campus needs.
- Communicates with Director about resources needed such as supplies
- Sends in orders and tracks supplies needed.
- Prepares classroom curriculum. Ensures all supplies are ready for teachers.
- Prepares a monthly schedule for CKJ for the month-working around the availability of volunteers.
- Abides by policy and procedure handbook for CKJ.

- Trains teachers and junior leaders on the policy and procedure handbook
- Communicates with the team about upcoming events & important information through various forms of communication emails, text, and phone calls as needed.
- Maintains a teaching environment in each room
- Sets up childcare for Wednesday nights and any other event needing childcare at your specific campus (email, text workers )
- Able to jump in and help where needed in any position in CKJ.
- Helps with Family and Child Dedication.
- Supports other activities at Compel and encourages team members to be involved too.
- Participates and helps Lead in CKJ events such as our Summer Family Experience (on a Saturday in the Summer) and Jingle Jam in December.
- Required to participate in and help with recruiting for Christmas and Easter Services.
- Every other month each campus works with another campus to host ONE NIGHT, so that all may enjoy a ONE NIGHT experience. You are encouraged to attend and be filled when it is not your turn to host.

### One Night **Responsibilities**

- Recruit volunteers from your campus and add to the One night schedule. You are leading, however, if we are short volunteers we may ask that leaders lead a room.
- Arrive at 5:45 to help set up rooms. We set up 5 rooms. Putting toys, curriculum buckets, trash bags, and gates out. Basically flipping an environment from Cadence to Compel Kids Jr.
- If not in a room, able to jump in any room that may need extra hands for a few minutes. Checking in on all the teachers.
- Cleans up –flipping the CKJ back –helps put away toys etc. It is a team effort!
- **HAVE FUN! LOVE ON ALL THE KIDS, VOLUNTEERS, AND FAMILIES!**  
It is an honor and a privilege to serve the whole family at Compel. Not only are you creating a learning environment for the very young, you are creating a distraction free service where parents can go and hear a spirit-filled message just for them while trusting that their child/children are loved and cared for.