



## Program Assistant - Job Description

### **About Us**

Compass for Kids was founded in 2011 as a church ministry and has grown into an independent nonprofit dedicated to empowering underserved children and families in Springfield. Today, we operate three out-of-school-time programs - Club Compass, Camp Compass, and the Youth Leadership Development Program - providing academic support, social-emotional learning, enrichment/life skills/field trips, and leadership development. To learn more about our history, mission, and programs, visit our website at [compassforkids.org](http://compassforkids.org).

### **Job Summary**

Compass for Kids is seeking a dedicated, adaptable, and mission-driven individual to support all aspects of our out-of-school-time programs. This role is both student-facing and program-supportive, involving direct work with youth and essential behind-the-scenes tasks that ensure programs run smoothly.

The ideal candidate has experience working with underserved children/youth, is reliable, professional, and committed to supporting students' social-emotional growth. Flexibility, initiative, and a willingness to step in wherever needed - from engaging students to assisting with program logistics—are essential.

This is an excellent opportunity for someone highly motivated, organized, and eager to contribute to a collaborative team focused on helping students succeed.

### **Responsibilities**

- Supporting students of all ages (K-12) at Compass programs, including Club Compass, Camp Compass, and the Youth Leadership Development Program
  - Adhering to program guidelines and structures
  - Transporting students (e.g., picking up students from school and transporting them to the site, driving for field trips, and also taking youth home when necessary), using their personal vehicle and/or company-owned vehicles (i.e., 12-15 passenger van)
  - Leading and participating in social-emotional learning lessons using Compass for Kids' lesson plans
  - Reinforcing program expectations
  - Demonstrating positive personal and social habits and interpersonal relations with students
  - Setting high expectations for students and ensuring that they have a high-quality experience
  - Helping students manage their behavior, when necessary
  - Participating in all activities with enthusiasm and encouraging students to try new things
  - Assisting with completion of both pre- and post- surveys for social-emotional learning

- Supporting programmatic functions
  - Performing accurate data entry and maintaining program records
  - Delivering Backpack Feeding Program bags to program sites
  - Assisting with writing thank-you notes and acknowledgments
  - Supporting special projects as assigned
  - Assisting with basic social media content creation and program highlights
  - Sorting, preparing, and assembling program materials and program supplies
  - Responding to inquiries from families via phone and/or email
  - Representing Compass for Kids at community and networking events

### **Successful Candidates Will Demonstrate the Ability To:**

- Apply appropriate behavior-management techniques and support students from diverse and underserved populations
- Communicate effectively with students, families, staff, and volunteers
- Remain calm and professional in stressful situations
- Work independently and collaboratively as part of a small team
- Resolve conflicts peacefully and promote a positive, inclusive environment
- Plan, prioritize, and manage multiple deadlines in a fast-paced setting with attention to detail
- Demonstrate strong organizational and time-management skills
- Use technology effectively, including Microsoft Office and Google Workspace applications (Gmail, Docs, Sheets, Calendar)
- Adapt to changing circumstances with flexibility and initiative
- Commit to ongoing learning and continuous quality improvement

### **Minimum Requirements**

- Age 18 or older
- At least one (1) year of experience working with underserved elementary and/or middle and high school-aged students, preferred
- Valid driver's license, dependable transportation, and car insurance
- Ability to successfully pass a criminal background and motor vehicle record check

### **Compensation & Schedule**

- **Position Type:** Part-time
- **Hourly Rate:** \$18.50/hour
- **Hours:** Approximately 25 hours per week

### **Required Weekly Schedule (during the School Year)**

- **Tuesdays:** 2:30 – 7:00 PM
- **Wednesdays:** 1:00 – 7:00 PM
- **Thursdays:** 2:30 – 7:00 PM

These core hours align with Compass for Kids' school-year programming and are required for this position. Additional weekly hours outside of the required schedule may be flexible and coordinated with the Director of Programs, based on program needs and staff availability. Occasional evenings and weekends are required to support special events, field trips, training sessions, or family engagement activities.

During the summer months, hours will shift primarily to daytime programming, with schedules adjusted in advance to reflect Camp Compass activities. Compass for Kids values flexibility and will work collaboratively with the successful candidate to establish a schedule that supports both program needs and staff well-being.

**Reports to**

Director of Programs

**How to apply**

Send a resume to:

[ryan@compassforkids.org](mailto:ryan@compassforkids.org)

or by mail at:

Compass for Kids, 1201 S. 4th St, Springfield, IL 62703

*Compass for Kids values diversity and inclusion and encourages applicants from all backgrounds to apply. Candidates who are passionate about youth development and our mission are encouraged to apply, even if they do not meet every listed qualification.*