

Heartland Church of Sun Prairie



POSITION: Heartland Kids Coordinator (Madison Campus)

DEPARTMENT: Heartland Kids

FLSA STATUS: Part-Time Salary, Exempt

POSITION SUMMARY: The Heartland Kids Coordinator helps create a space where kids feel known, safe, and excited to be at church, and where they can begin to understand who Jesus is in a way that sticks.

This role is a mix of Sunday leadership, volunteer care, and behind-the-scenes organization. You'll help make sure weekends run smoothly, volunteers feel supported, and families feel welcomed from the moment they walk in.

GENERAL EXPECTATIONS:

- Contribute to Heartland's overall mission to awaken a diverse community to Jesus.
- Commit to pursue full devotion to Jesus Christ in your personal life and faith, ensuring that your faith is not simply a ministry role or career, but a deeply rooted faith in Him.
- Regularly attend weekend services to grow in your own faith.
- Participate in serving opportunities at Heartland.
- Pursue community within the church.
- Understand that as an employee, you are accountable to the Elders.
- Commit to Matthew 18 relational conflict resolution process in all relationships.
- Participate in all staff meetings and staff team functions.

KEY RESPONSIBILITIES

Sunday Execution & Environment

- Help create a welcoming, fun, and safe environment where kids love to be
- Lead the setup and tear-down of Kids spaces so everything is ready to go before services begin
- Ensure classrooms are clean, stocked, and prepared for both kids and volunteers
- Execute the Heartland Kids programming and curriculum in a way that feels smooth and engaging
- Be the go-to person on Sundays for volunteers, kids, and families
- Maintain safety, check-in, and security systems with consistency and care
- Follow established guidelines around allergies, behavior, and health to create a safe environment for every child

Volunteer Leadership & Care

- Recruit, onboard, and schedule volunteers using Heartland Kids systems and processes
- Build real relationships with your team: encouraging, supporting, and celebrating them regularly

- Help volunteers feel confident by equipping them with clear expectations and best practices
- Ensure each classroom is fully staffed and set up for success each weekend
- Step in and problem-solve when last-minute needs or gaps come up

Family Connection & Events

- Be a warm, relational presence for families, especially those who are new
- Help families feel comfortable, confident, and cared for from their first visit on
- Communicate clearly about what kids are learning, upcoming events, and next steps
- Support kids and parents in taking meaningful next steps in their faith journey
- Help grow the ministry by building trust, strengthening relationships, and inviting others into serving
- Partner with the Heartland Kids Director to plan and execute campus-specific events (child dedications, seasonal events, parent gatherings, etc.)
- Help bring these moments to life through strong organization, communication, and volunteer coordination
- Ensure events reflect the heart, quality, and standards of Heartland Kids

Collaboration & Alignment

- Work closely with your Campus Pastor to stay connected to the life of your campus
- Partner with the Heartland Kids Director for support, feedback, and ongoing development
- Stay aligned with Heartland Kids systems, curriculum, safety standards, and volunteer processes
- Participate in regular check-ins and team rhythms to stay connected and supported

WHO YOU ARE

- A growing follower of Jesus who genuinely loves kids and families
- Relational and approachable, you enjoy connecting with people and building trust
- Organized and dependable, you follow through and handle details well
- A team player who steps in, stays flexible, and brings a positive presence
- Comfortable leading volunteers with clarity, encouragement, and care
- Adaptable and flexible in fast-paced ministry environment