



Heartland Church of Sun Prairie

POSITION: Heartland Kids Director

REPORTS TO: Lead Pastor

DEPARTMENT: Heartland Kids

FLSA STATUS: Full-Time Salaried

APPROVED: December 9, 2025

POSITION SUMMARY:

The Kids Ministry Director provides leadership, vision, and strategic direction for Heartland Kids and Wonderfully Made across all Heartland Church locations. This role oversees ministry health, volunteer systems, family engagement, and weekend environments, ensuring that every child experiences Jesus in a safe, fun, and spiritually formative space.

The ideal candidate is a proven Kids Ministry leader with experience developing volunteer teams, resourcing families, and leading in a multi-site church environment.

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 God
- Regularly attend weekend services to grow in your faith
- Participate in serving opportunities at Heartland
- Consistently contribute financially to the ministry of Heartland Church
- 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

ESSENTIAL DUTIES & RESPONSIBILITIES: (other related duties may be assigned)

Leadership & Oversight

- Provide vision and oversight for Heartland Kids and Wonderfully Made to ensure a safe, healthy, and engaging experience for kids, families, and volunteers.
- Lead the Heartland Kids staff team/volunteer leader team (Early Childhood Coordinator, Elementary Coordinator, Wonderfully Made Coordinator, Curriculum Coordinator, Bridge Leaders) and ensure alignment across all areas.
- Oversee Kids Ministry at additional Heartland campuses, ensuring alignment, quality, and support for on-site leaders and volunteers.
- Oversee all classrooms (birth-5th grade) and scheduling, ensuring each room is equipped with resources and volunteers.

Volunteer Development

- Build and cultivate a thriving volunteer team through intentional recruitment, training, care, and leadership development.

- Establish clear pathways for new volunteer assimilation, including background checks, onboarding, role-specific training, and classroom preparation.
- Develop and maintain high-quality volunteer training materials, resources, and ongoing development opportunities.
- Provide consistent communication, encouragement, and support to all Heartland Kids and Wonderfully Made volunteers.

Family Engagement & Spiritual Growth

- Create and implement a comprehensive plan to engage families, helping them feel known, supported, and connected to Heartland.
- Develop and distribute resources that equip parents to help their kids grow in their faith at home.
- Maintain consistent communication to families with updates on programming, events, and spiritual development tools.
- Build relationships with new families and establish a follow-up system that ensures they are welcomed, informed, and integrated.

Programming, Events & Communication

- Oversee brand expression for Heartland Kids and Wonderfully Made, including social media, website, graphics, and marketing materials.
- Provide/Oversee weekly volunteer communication containing updates, curriculum details, and encouragement.
- Plan, oversee, and execute family-facing events (e.g., Trunk-or-Treat, Movie Nights, etc.).
- Lead the planning and execution of tri-annual child dedication services and accompanying family experiences.
- Develop creative strategies to increase family engagement and strengthen Kids Ministry participation.

Weekend Responsibilities

- Lead and oversee the Heartland Kids wing, ensuring volunteers are placed, families are supported, and the environment is safe and welcoming.
- Ensure all classrooms, technology, and check-in systems are prepared and functioning before services.
- Lead or empower other leaders to run volunteer huddles, reviewing details and praying together.
- Possess working knowledge of classroom technology and troubleshoot as needed.
- Address issues promptly (classroom support, parent communication, safety concerns, etc.) and serve in classrooms when necessary.