

# Middletown Christian Church

## The Learning Center of Louisville – TLC Program Director



### Job Description

**Title** TLC Program Director  
**Department(s)** Embrace Ministry  
**Reports to** Executive Minister  
**Status** Part-time, variable hours

### Expectation: Embrace Middletown's Mission and Core Values

**Mission Statement:** Living out the love of Christ by embracing people where they are

### Core Values:

- *Radical Love* – sharing the unconditional love, grace, and forgiveness that God offers to all people
- *Freedom of Belief* – creating a space that encourages questions and faith exploration through prayer and study of Scripture
- *Sacrificial Service* – reflecting the life of Christ in the way we live, the places we go, and the choices we make
- *Real Conversations* – growing together with openness, honesty, and transparency
- *Infectious Community* – sharing life together in grace-filled relationships

**POSITION DESCRIPTION:** The Program Director is responsible for the overall program administration of The Learning Center of Louisville. The Program Director oversees the Education Resource Coordinator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

### Program Administration

- Track and maintain documentation of the program operation and participants.
- Coordinate meal planning and shopping, food preparation and service/cleanup.
- Oversee facilities/set-up/materials for program sessions.
- Develop and monitor program budget.
- Research potential funding sources and submit grant requests in a timely manner.
- Comply with all funding source reporting procedures and required workshops.
- Report to The Learning Center of Louisville Advisory Board.
- Participate in Advisory Board Meetings as requested.
- Participate in regular professional development to increase knowledge of non-profit administration.
- Network with organizations within the community to raise awareness of the program.

**Middletown Christian Church (Disciples of Christ)**

500 North Watterson Trail | Louisville KY 40243 | 502.245.9793 | MiddletownChristian.org

## **Coordination with schools and families**

- Communicate with families regarding the program.
- Coordinate student transportation to/from The Learning Center site.
- Build relationships with families and children and look for ways that TLC can minister to them.

## **Coordination with volunteers**

- Recruit volunteers to help with all aspects of The Learning Center.
- Perform background checks on all volunteers and maintain appropriate records.
- Maintain schedule of volunteers and communicate with them, as needed.
- Coordinate volunteer appreciation activities twice yearly.

## **ADDITIONAL RESPONSIBILITIES**

- Utilize effective measures of performance and report results to MCC and TLC partners. Report to MCC leaders and congregation about progress of TLC program on a regular basis.
- Coordinate and communicate with MCC staff and congregation as needed to share success stories, raise program awareness, and ensure that TLC is integrated into the ministries of MCC.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree and/or experience in related field (social work, communications, education, etc.)
- Management experience preferred

## **SKILLS**

To perform this job successfully, an individual should demonstrate the following behaviors:

- Excellent verbal and written communication skills
- Effective recruitment and team building skills
- Excellent organization and planning skills
- Strong decision making and problem solving skills
- Proficiency in word processing and spreadsheet programs
- Ability to work independently, maintain confidentiality and be self-motivated

## **TIME REQUIREMENTS**

- Approximately 20 hours per week August 1 – May 15, or in accordance with JCPS calendar
- Regular presence at TLC program sessions

## **PHYSICAL REQUIREMENTS**

- Ability to stand for extended periods of time
- Ability to lift at least 25 pounds
- CPR certified and First Aid training (to be provided by MCC as needed)

### **Middletown Christian Church (Disciples of Christ)**

500 North Watterson Trail | Louisville KY 40243 | 502.245.9793 | MiddletownChristian.org

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Middletown Christian Church (Disciples of Christ)**

500 North Watterson Trail | Louisville KY 40243 | 502.245.9793 | [MiddletownChristian.org](http://MiddletownChristian.org)