

Middletown Christian Church
The Learning Center of Louisville – TLC Education Resource
Coordinator



Job Description

Title TLC Education Resource Coordinator
Department(s) Embrace Ministry
Reports to TLC Program Director
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 Education Resource Coordinator is responsible for the development and implementation of creative educational and social curriculum for The Learning Center of Louisville. (TLC).

DUTIES AND RESPONSIBILITIES include the following:

Program Development and Support

- Develop weekly educational and social curriculum for group time
- Participate in training and information workshops as required by grant partners
- Present on-site weekly as resource for tutors and students
- Administer evaluations of students’ progress and oversee testing as required by any corresponding grants
- Participate in Advisory Board Meetings as requested
- Network with organizations within the community to raise awareness of the program

Coordination with schools and families

- Build relationships with the Principals, Family Resource Coordinators and Teachers to identify the students for the program and better understand the academic needs of each student.

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- Build relationships with families and children and look for ways that TLC can minister to them.
- Develop and lead parent orientation at beginning of program year.
- Develop and lead a parent information/student progress session at the end of the program year.

Coordination with volunteers

- Recruit volunteer tutors for The Learning Center.
- Develop and lead training for tutors for their respective responsibilities.

EDUCATION AND EXPERIENCE

- 5 years' experience in the area of elementary education and/or child social work preferred.

SKILLS

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

- Exhibit the 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 with exact days of program sessions determined by MCC

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)

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.

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