



Brownson Learning Center Director - Position Description

The Brownson Learning Center (BLC) is a ministry of Brownson Memorial Presbyterian Church. The BLC Director is responsible for all aspects of establishing and operating a morning preschool program for children ages one year through pre-kindergarten. This includes leadership of staff recruitment, child enrollment, curriculum development, classroom management, staff development, and preschool finances.

Reports to: Senior Pastor

Work Schedule: Monday-Thursday 8:30 - (to get the job done), with significant flexibility during the summer

Salary: \$25,000 annually, paid semimonthly.

Looking for a person who is:

Optimistic and emotionally grounded

Collaborative especially between the BLC and Church

Agency and leadership

Non-Negotiables:

Drama

Silos

Non-direct communication - Gossip, parking lot meetings, speaking about someone behind their back.

Essential Functions

1. Lead a team of teachers and other staff in the operations of a premier Christian preschool, including day-to-day operation and routine special events.
2. Develop and implement a marketing/advertising plan that creates interest in the preschool and fuels strong enrollment in our programs.
3. Recruit and train teachers and other staff as needed to staff preschool classrooms and special events.
4. Provide an enrollment process that ensures children are enrolled efficiently, acclimated smoothly into their classroom, and monitored to ensure success.

5. Function as primary contact person for parents/guardians on enrollment, assimilation, progress, and all other matters pertaining to the preschool.
6. Regularly review programming and look for growth or mission forward opportunities.
7. Regularly select and/or develop curriculum for a preschool children's education program that is fun, educational, and appropriate for a Christian preschool environment.
8. Implement classroom management practices that ensure a safe, secure, and orderly preschool environment is always maintained.
9. Regularly monitor, evaluate, and develop preschool staff ensuring a "continuous learning" culture is developed and fostered and that classroom management practices are continuously improved.
10. Lead the creative use and proactive upkeep of children's ministry facilities and grounds.
11. Adhere to an annual budget for the preschool ensuring needs are met and profitability targets are realized.
12. Quarterly check-ins with Senior Pastor. 1-2 times a year, present before Session.
13. Perform other duties as assigned.

Connection and Expectation of Director's Role with BMPC:

- BLC is a ministry of Brownson Memorial Presbyterian Church; therefore, partnership between both bodies is essential.
- The Director will play a key role in connecting BLC with the church.
- Membership to Brownson Memorial Presbyterian church is preferred.
- Collaborative leadership with our Director of Children and Family minister is required.

Brownson Learning Center Staff C.A.R.E. Values

Collaboration – We are better together.

Adaptability – Flexibility is a form of faithfulness.

Respectful Communication – Truth spoken in love builds trust.

Engagement in Mission – Everything we do flows from our shared calling.

C — Collaboration

We are better together.

We believe the church functions best as the Body of Christ, with many members working as one. Collaboration means offering support, welcoming ideas, and building trust across roles and responsibilities.

Living It Out

- Invite others into your planning and decision-making.
- Offer help and encouragement across ministries.
- Celebrate shared wins and shared efforts.
- Remember: We do not work in silos—we are one Body.

A — Adaptability

Flexibility is a form of faithfulness.

Ministry is dynamic. Adaptability means being open to the Spirit's leading, staying teachable, and embracing change with grace and creativity.

Living It Out

- Keep a posture of learning.
- When plans change, approach them with curiosity instead of frustration.
- Extend grace to others as they adapt in different ways and at different speeds.
- Communicate when you're stretched—no one is meant to go it alone.

R — Respectful Communication

Truth spoken in love strengthens trust.

Respectful communication is both honest and grace-filled. It means speaking directly, listening deeply, guarding confidentiality, and resolving concerns in ways that honor our calling and one another.

Living It Out

- Speak to people, not about them.
- Avoid gossip and "parking lot conversations."
- Respect boundaries around confidential matters and pastoral care.
- If conflict arises, address it prayerfully and directly, or seek appropriate support.

E — Engagement with the Mission

Everything we do grows from our calling.

We serve because we've been called—to be a missional community that loves and lives in Christ. Staying connected to that mission helps us find meaning, energy, and purpose in our work.

CORE COMPETENCIES

Curate Team Culture: Foster a team culture of collaboration and direct communication.

Planning and Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; keeps the larger picture in mind while ensuring accuracy with the details.

Integrity and Trust: Seen as trustworthy; practices direct, honest, respectful, and transparent communication; keeps confidences; doesn't operate with hidden agendas; responds to situations with consistency and reliability.

Interpersonal Skills: Establishes good working relationships with others who are relevant to the completion of work; works well with people at all levels of the staff and congregation; builds appropriate rapport and considers the impact of his/her actions on others using diplomacy and tact.

Verbal Communication: Is able to deliver a message clearly and articulately in a variety of settings.

Written Communication: Is able to write clearly and succinctly; employs correct grammar, punctuation, and patterns of speech; clearly delivers messages in a tone appropriate to the context.

Ability to delegate and develop leaders: The person is able to effectively delegate to staff members.

Organizational Knowledge: Knowledgeable about how congregational communication, decision making, and leadership works.

To Apply: Send your cover letter (to include how you would lead as we continue to build culture amongst staff), resume, and faith statement to jobs@brownsonchurch.org.