

**Job Title:** BrightLife Director

**Position Type:** Full-Time

**Reports To:** CEO

**Location:** Lifehouse Maternity Home, Louisville, KY

## **Position Summary**

The BrightLife Director is responsible for providing spiritual, and operational leadership for the BrightLife family support program ministry. This role ensures a safe, nurturing, Christ-centered environment where young children can grow physically, emotionally, socially, and spiritually. The Director will oversee daily operations, staff management, parent relationships, and program quality while modeling biblical principles and integrating faith into all aspects of the BrightLife family support program ministry.

## **Key Responsibilities**

### **Leadership & Spiritual Oversight**

- Provide spiritual leadership to staff, volunteers, and children, fostering a culture rooted in biblical values, prayer, and Christian discipleship.
- Develop and implement a Christ-centered curriculum that nurtures children's faith while meeting educational and developmental needs.
- Lead regular devotions, prayer times, and team-building activities with staff.

### **Program Management & Operations**

- Oversee the daily operations of the ministry, including infant and toddler programs (as applicable).
- Ensure compliance with all state licensing requirements, health and safety regulations, and Lifehouse policies.
- Maintain appropriate staff-to-child ratios and high standards of care and cleanliness.
- Develop and manage the annual budget for the ministry, including supplies, staffing, and equipment.
- Plan and coordinate special events and seasonal activities.

### **Staff Supervision & Development**

- Recruit, hire, train, supervise, and evaluate assistants and volunteers.
- Provide ongoing mentoring, professional development, and performance feedback to staff.
- Foster a positive, collaborative, and mission-aligned team environment.

### **Parent & Community Engagement**

- Build strong relationships with moms through regular communication, meetings, and events.
- Serve as the primary point of contact for moms regarding their child's care, development, and spiritual growth.

### **Administrative Duties**

- Maintain accurate records, including attendance, enrollment, medical forms, and incident reports.
- Manage volunteer hours and stipend payments by participants.
- Prepare regular reports on program status and child outcomes for Lifehouse leadership.

### **Qualifications & Requirements**

#### **Required**

- Strong personal Christian faith with a clear testimony and commitment to biblical principles.
- Minimum of 3–5 years of experience in early childhood education or childcare management.
- Bachelor's degree in Early Childhood Education, Child Development, or a related field (preferred).
- Current CPR, First Aid, and AED certification (or willingness to obtain immediately).
- Experience with state childcare licensing standards and regulations.
- Excellent leadership, communication, and interpersonal skills.
- Ability to pass a comprehensive background check.

#### **Preferred**

- Previous experience in a church-based childcare or preschool setting.
- Knowledge of developmentally appropriate practices (DAP) and early childhood best practices.
- Administrative or supervisory experience.
- Passion for ministry and a heart for serving families and young children.

#### **Personal Characteristics**

- Warm, nurturing, and patient demeanor with a genuine love for children.
- Strong organizational and problem-solving skills.
- Ability to multitask in a fast-paced environment while maintaining a calm, joyful spirit.
- High level of integrity, confidentiality, and professionalism.
- Team player who can work collaboratively with Lifehouse staff and volunteers.

#### **What We Offer**

- Opportunity to serve in a meaningful ministry role that impacts young lives and families.
- Competitive salary commensurate with experience.
- Healthcare reimbursement program / retirement options.
- Supportive work environment and spiritual growth opportunities.

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**To Apply:** Please submit your resume, a cover letter and references to [lifhousestaffing@lifhouselouisville.org](mailto:lifhousestaffing@lifhouselouisville.org)