

**MERIT Center
Decatur, IN**

Send resume to Jamie Gephart at jgephart@decaturin.org

Position: Learning Center Coordinator

Position Status: Part-time hourly/contract 15-20hour position (\$20.00 per hour) with evening and weekend availability.

Report to: MERIT Center Board

Position Summary: The Learning Center Coordinator is responsible for planning, organizing, marketing, and facilitating training programs for adults. They work with a wide range of individuals – from entry-level employees to senior executives, as well as non-professionals- to design and deliver effective learning experiences that help people grow professionally and personally.

The Learning Center Coordinator is also responsible for managing the day-to-day instructional learning/training operations of the MERIT Center. This includes scheduling classes, developing curriculum, coordinating instructors, marketing the training and other necessary responsibilities.

Learning Coordinator Job Duties:

- Develop and implement programs and activities that cater to the learning needs of adults.
- Ensure that the learning objectives are clearly defined and aligned with the organizational objectives and target audience of the MERIT Center.
- Monitor and provide on-site support to learners by answering questions or providing additional resources as needed.
- Manage the budget, materials, services, and other resources available for training programs and the functions of the MERIT Center.
- Develop and manage instructor training programs to ensure that all staff members are qualified to teach their subject matter.
- Establish and maintain relationships with instructors, learners, and other staff members.
- Organize, schedule, and coordinate training classes and events within the MERIT Center.
- Coordinate with external vendors to ensure that all equipment and facilities are available for use during the training sessions.
- Manage instructors/employees and check in learners at the beginning of the training sessions.
- Establish and maintain communication to ensure that training needs are being met.

- Conduct training evaluations to assess participant knowledge and determine the effectiveness of the training.
- Working and coordinating with the onsite director of the Adams County Council on Aging.
- Will attend, participate, and provide reports at the monthly board meetings.
- Other duties as established and assigned by the MERIT Center board.

Qualifications:

- Preferred bachelor's degree or equivalent experience with specialized skills.
- Experience in teaching or comfortable working with and helping people.
- Excellent communication skills, both verbal and written, to interact with learners, instructors, staff, and external partners.
- Strong organizational skills to plan, coordinate, and evaluate learning programs and activities.
- Experience with digital materials and computers.
- Knowledge of current trends and best practices in learning and development, as well as the specific needs of the target audience.

The Learning Center Coordinator contributes significantly to creating effective learning experiences that help individuals grow professionally and personally. Their work spans program development, learner support, and resource management.