



Job Title: Adult English Instructor, the Backside Learning Center, Inc.

FLSA Status: Non-exempt, Part-time (~10 hours/week)

Reports to: Director of Programs

The Backside Learning Center (BLC) is a 501c3 non-profit organization located on the backside of Churchill Downs racetrack, with the mission of building community and enriching the lives of backside workers and families. The BLC provides educational programming and social services, supporting the racetrack community comprised of ~1000 equine workers, and their families. The population served consists primarily of immigrants from various Latin American countries whose native language is Spanish. The BLC is a team-oriented organization with a commitment to embodying our core values daily and empowering those we serve.

Summary of position: Plans, organizes, and delivers English language instruction for equine workers employed on the backside of Churchill Downs. This is a seasonal position starting in May and continuing through mid-November. English classes take place 3 evenings a week at the Backside Learning Center's main office located on the backside of Churchill Downs. English instructors will teach a class on Mondays, Tuesdays, and Wednesdays from 5:15 pm-7:00 pm, plus hours for lesson planning, classroom preparation, and other tasks related to the position. This season's classes start May 9, 2022.

Duties and Responsibilities:

- Plans and delivers English lessons appropriate for the participating adult students
- Develop future curriculum, teaching strategies, and long-term projects in collaboration with the Director of Programs and other English language program staff.
- Implements appropriate class goals and objectives
- Develops and submits weekly lesson plans for classes
- Tracks daily attendance
- Maintains organization of classroom materials
- Encourages and motivates students to use English skills in their daily lives
- Establishes and maintains cooperative and professional working relationships with staff, volunteers, clients, partners, and community
- Maintains regular and fluid communication with appropriate staff regarding the progress of the class, issues, concerns, and successes
- Performs miscellaneous job-related duties as assigned
- Must submit bi-weekly timesheets

Qualifications:

- English as a Second Language accreditation or certificate desired or minimum 1-3 years of teaching experience, preferably teaching English Language Learners.
- Experience working with individuals of varying cultural and/or language backgrounds
- Excellent verbal communication and writing skills
- Able to communicate with and teach effectively to individuals with limited English ability and formal education
- Able to deal with problems in an efficient way
- Computer literacy, including use of word processing, spreadsheet programs, e-mail, and Internet navigation
- Some Spanish language ability is desirable

DISCLAIMER

The preceding description is not designed to be a complete list of all duties and responsibilities required by the position.

We are committed to equality of opportunity in all aspects of employment. It is our policy to provide full and equal employment opportunities to all employees and potential employees without regard to race, color, religion, national or ethnic origin, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability, or any other legally protected status.

The BLC values a diverse set of experiences in work, education, and life. We take a holistic approach to every applicant and consider these experiences in the selection process.

Proof of COVID vaccine required.

Compensation: Hourly \$15 – \$18

Application Process: Interested and qualified candidates should email cover letter and resume to Alexina Wilson, at awilson@backsidelearningcenter.org.

Deadline to apply: Friday, April 22, 2022 (classes start Monday, May 9, 2022)