



Job Title: Summer Youth Programming Assistant – Part Time

Reports To: Youth Education & Enrichment Manager of the Backside Learning Center, Inc.

FLSA Status: Non-exempt, Part-time, Hourly (approx. 20 hours/week)

The Backside Learning Center (BLC) is a 501c3 non-profit organization located on the backside of Churchill Downs racetrack. The BLC provides support and resources in a safe, welcoming environment for the diverse community of racetrack workers and their families. We offer educational programming and comprehensive social services, supporting the racetrack community which is comprised of ~1000 equine workers, and their families. The population served consists primarily of Latin American immigrants. The BLC is a team-oriented organization with a commitment to embodying our core values from a trauma-informed perspective.

The BLC's Youth Programming Team collaborates with other BLC staff and outside organizations to provide high-quality academic and social enrichment activities to school-aged children (K-12th grade) throughout the school year and summer.

Summary of Position: The Summer Youth Programming Assistant will work as part of the Youth Programs team. The position will work primarily with youth from K-12, assisting the Youth Education and Enrichment Manager with the planning, coordination, and execution of summer activities including: Summer Camp Connection, Gallop into Summer Reading One-on-One Tutoring program, transportation of youth, and family outings. The position will begin June 6th- and end August 5th, 2022. Applicants for this position must have their own reliable transportation, be available to work mornings and afternoons Monday-Friday (though not necessarily every day) with the occasional weekend outing. The schedule can be somewhat flexible and will report directly to the Youth Education and Enrichment Manager.

Primary Responsibilities:

- In collaboration with the Youth Development Assistants and Youth Education and Enrichment Manager, assists with the coordination of the virtual and in-person one-on-one summer youth tutoring program: Gallop into Summer Reading. This program connects BLC students attending JCPS with a supportive volunteer who provides consistent support for literacy improvement throughout the summer. There is also the option to participate in the program as one of the tutors.
- Transportation of youth participants in BLC's 12-passenger van and/or personal vehicle. Must have a valid driver's license. There will be time to practice with the van before transporting youth.
- Assist the Youth Programs Team with ongoing summer programming and planning. This includes participant outreach, program enrollment, general organization of camp and enrichment outing logistics including communication with youth and families, transportation, scheduling, etc.
- Assist the Youth Program Team in planning and implementing enrichment activities and outings for youth and incorporating social and emotional learning components.

Secondary Responsibilities:

- Maintain attendance records and all other program data necessary to identify areas for improvement as well as program successes, including data required by program funders.
- Assistance with community needs assessments, evaluations, and feedback as needed.
- Maintain regular communication with BLC staff regarding needs of students, observations, and suggestions for the constant improvement of methods to ensure maximum program impact.
- Other duties as assigned.

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.

Education, Experience and Skills Required:

- High School Diploma; some college preferred
- Experience working in education with schools or community groups
- Experience working with diverse populations and cultures
- Excellent written, verbal communication and interpersonal skills
- Self-motivated with strong organizational skills
- Strong commitment to the mission of the BLC
- Computer skills including Microsoft Office, email, internet navigation, and effective use of social media
- Must have reliable form of transportation and valid driver's license (issued at least 3 years ago)
- Spanish language proficiency preferred

Compensation: \$13-15, commensurate with experience

Application Process: Please submit a resume and cover letter to Mariah Levine Garcia, Youth Education and Enrichment Manager, at mlevine@backsidelearningcenter.org

Deadline to apply: COB Wednesday May 25, 2022

April 2022

