



Job Title: Youth Engagement & Academic Success Coordinator, the Backside Learning Center, Inc.

Reports To: Youth Programs Manager

FLSA Status: Non-exempt, Full-time

Are you passionate about education, the value and beauty of diversity in every sense? Are you a lover of culture and language? Are you driven to work towards social justice while contributing to an important mission of making Louisville a welcoming place for immigrants and others with diverse backgrounds?

The Backside Learning Center is the place for you! (An added perk includes being able to walk out of your office and pet a horse or watch a goat stroll by!)

We are a non-traditional workplace, located in the heart of the backside amongst the stables of Churchill Downs racetrack. The BLC is an independent, non-profit organization providing support and resources in a warm, welcoming environment to the diverse community of racetrack workers and their families. We are one of 12 backbone agencies in Louisville with a focus on Trauma Informed Care, with a focus on a healthy and supportive work environment.

We are a small but mighty team-oriented organization that has grown exponentially in recent years, located at the workplace of our adult clients, making us accessible and an integral part of the backside community. So imagine that when you come to work each day, you are coming into our community, not into the office.

Summary of Position

We are looking for a caring, passionate, organized individual to work as the Youth Academic Success Coordinator and serve as part of the youth programs team. The position will work primarily with youth from K-12, assisting the Youth Programs Manager with the afterschool program, academic and literacy tutoring, educational advocacy, as well as the planning and coordination of summer activities. Additionally, this position will work in collaboration with other BLC program team members to ensure the successful implementation of various other wrap-around services.

This position requires evening hours 2-3 evenings weekly (primarily during the school year on Tuesdays and Thursdays) and some weekends on occasion when needed.

Candidate will enjoy

- Working as part of a dynamic, energetic, and passionate team of BLC staff and interns.
- Coordinating the virtual and in-person one-on-one youth tutoring program in collaboration with the youth programs team, the BLC Volunteer Coordinator, and the BLC's community of volunteers.
- Acting as an educational advocate to help identify backside youth who require intensive support or diagnostic screenings, facilitate communication between the child's family and JCPS, and advocate to connect the child with the supports and resources they need.
- Engaging with K-12 youth during the Front Runners after-school program (September-April) on Tuesday and Thursday evenings to support them in academic achievements, literacy development, and social and emotional learning activities.
- Support K-12 youth and their families in actively engaging in school, as well as BLC programming.

- In collaboration with other members of the youth programs team, spend the summer months assisting with the coordination and execution of summer program activities, including summer tutoring, summer camp connection, and other summer-specific youth programming.
- 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.

Qualifications and Expectations:

- Spanish language proficiency 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 a reliable form of transportation and valid driver's license

Benefits and Compensation:

- We offer a generous benefits package, along with a supportive, laid-back, flexible environment. School-aged children of employees are also able to participate in youth programming
- Medical, dental, and vision insurance available starting from the date of hire
- A simple IRA plan available after 12 months of full-time employment with up to a 3% match
- Three weeks of vacation in the first full year of employment, including the week between Dec. 24th and Jan. 1
- 12 Personal/Sick days per year
- 7 paid holidays off
- One month paid maternity leave after one year
- Opportunities to attend high-quality professional development trainings
- Annual Salary: \$32,000-\$37,000

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.

Deadline to apply: Friday September 9, 2022

August 2022

Application Process: Please submit a resume and cover letter to Lauren DeGeorge, Director of Programs, at LDeGeorge@backsidelearningcenter.org by COB 9/9/22