



Job Title: Youth Programs Assistant, the Backside Learning Center, Inc.

Reports To: Youth Programs Manager

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

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, 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 fill the position of Youth Programs Assistant to work as part of the youth programs team. The position will work primarily with youth from K-12, assisting with the afterschool program, academic and literacy tutoring, and 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 or weekend hours 2-3 evenings weekly, primarily during the school year on Tuesdays and Thursdays (after school program) and some Saturdays. The afterschool program runs from September-April.

Candidates will enjoy

- Serving as a key member of the youth programs team to help ensure the successful execution of the virtual and in-person one-on-one youth tutoring program.
- Staffing the after-school program (Tuesdays and Thursdays from September-April).
- Supporting BLC youth with transportation of participants so they may access programs and activities, using the BLC's 12-passenger van (needed heavily during summer months).
- Assisting the youth programs team with planning and implementing enrichment activities and outings for youth and incorporating social and emotional learning components, as well as summer activities. This will require some early mornings for transportation during summer months.

- Maintaining attendance records and all other program data necessary to identify areas for improvement as well as program successes, including data required by program funders.
- Playing a supportive role to carry out community needs assessments, evaluations, and feedback as needed.
- Communicating regularly with BLC staff regarding the needs of students, observations, and suggestions for the constant improvement of methods to ensure maximum program impact.
- Assisting with Communication with JCPS around transportation, resources, registration, and educational advocacy.
- Participating in regular youth team meetings and weekly organization-wide staff meeting.
- Other duties as assigned.

Qualifications and Expectations:

- 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 (or willing to get one)
- Spanish language proficiency required

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: \$14-\$18.00/hr

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 Friday Sept. 9, 2022