



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

**Reports To: Director of Programs**

**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 work environment and self-care as a priority.

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 with an education background to work as the Youth Programs Manager as part of the BLC's Programs and Services team in cross-collaboration with other team members. The candidate would support K-12, JCPS youth participants in the areas of case management, academic support, and family engagement. The candidate will lead and supervise a small team of dynamic and passionate youth staff and interns during the academic school year and summer months to carry out the BLC's mission and vision. This will include planning, implementing, and managing the Front Runners after-school program, enrichment workshops, and educational advocacy. 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) 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.
- Using their creativity to plan and develop engaging, creative, inclusive youth programming which offers participants the opportunity to foster positive academic and social development.
  - Create a programming calendar for K-12 where all youth programming project leads can contribute and collaborate.

- Share in the responsibility to facilitate partnerships and build strong relationships within a diverse community of partner organizations and individuals.
- Collaborate with the Volunteer Coordinator to develop training materials and facilitate execution of program-specific trainings and regularly communicate a program's need for volunteers.
- Develop a community outreach plan to recruit participants and oversee execution with Youth Programs Team including regular collaboration with the Communications Team for the purpose of developing outreach materials.
- Manage (with support of the team) all youth programs: Gallop into Tutoring (academic school year), Gallop into Summer Reading (summer months), Front Runners after-school program (Tuesdays & Thursdays, September-April), Educational Advocacy
- Work in collaboration with the Case Management team to conduct needs assessments with K-12 youth participants and their families annually or when needed.
  - Coordinate & delegate case management around educational advocacy.
- Maintain regular communication with necessary BLC staff regarding program, client, and volunteer needs (Volunteer Coordinator, youth program K-12 staff, Social Worker, Director of Programs, Communication Coordinator, etc.)
- Maintain updated case notes, attendance records, intake/exit assessment records, and any other data necessary to identify areas for improvement as well as program successes, including data required by program funders.
- Other duties as assigned.

### **Qualifications and Expectations:**

- Spanish language fluency required (native or near-native level)
- A bachelor's degree preferred and a minimum of 2 years of experience working in education with schools or community groups
- Leadership and/or management experience
- Experience working with diverse populations and cultures
- Excellent written, verbal communication, and teamwork 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 (mainly FB and WhatsApp)
- 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. 24<sup>th</sup> 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.
- Salary Range: \$38,000 – \$48,000

## *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.*

**Application Process:** Please submit a resume and cover letter to Lauren DeGeorge, Director of Programs, at [ldgeorge@backsidelearningcenter.org](mailto:ldgeorge@backsidelearningcenter.org)

**Deadline to Apply: October 14, 2022**