



THE BACKSIDE LEARNING CENTER

ADULT SERVICES INTERNSHIP, SUMMER 2023

Track 1: Support Services Intern

POSITION DESCRIPTION

The Backside Learning Center is in search of a qualified candidate to gain valuable experience in the area of providing services and support to the racetrack workers. Duties will be tailored to intern's interest/area of study, but typical duties of the support service intern include, but are not limited to:

- Be at the Welcome Desk for some of your time spent with us.
 - The hours for the Welcome Desk are 9 a.m. - 12:00 p.m. Monday - Friday.
 - Greet clients as they enter.
 - Check mail for clients.
 - Help them with small tasks such as scheduling appointments or connecting them with basic resources.
- Translate basic documents using English and Spanish
- Serve as an interpreter for basic client phone calls
- Pick up the bread donation from the front gate on Wednesdays and Thursdays and oversee the distribution of bread as clients come for it.
- Help sort donations when they arrive. Organize them and put them outside.
- Help keep the Welcome Desk and coffee station maintained and clean.

BENEFITS

The Support Service Intern will have the opportunity to:

- Gain an in-depth understanding of how to connect people to resources in Louisville
- Strengthen interpersonal communication and people skills
- Increase cultural understanding
- Engage with others in a multilingual setting
- Practice Spanish one on one from a variety of Spanish-speaking countries
- Learn about and interact with a unique community of South Louisville
- Working with a trauma resilient community (TRC)
- Receive possible letter of recommendation and endorsement on LinkedIn.

QUALIFICATIONS

- This internship is recommended for college students who are studying Spanish, International Studies, Sociology, Psychology, Social Services or something similar.
- The ability to be in our office for some of the Welcome Desk hours each week (9 a.m. – 12 p.m.)
- Intermediate Level of Spanish

DESIRED SKILLS

- Positive, flexible, patient and good communicator

TIME COMMITMENT

- 15-40 hours weekly. Hours and work dates are flexible and may be set according to an intern's class/work schedule.
- The intern will be reimbursed for any travel mileage or miscellaneous expenses incurred while working (not including daily commute). The internship is a non-paid work experience.

HOW TO APPLY

Please send a resume and cover letter to Alexina Wilson awilson@backsidelearningcenter.org by September 8th