



THE BACKSIDE LEARNING CENTER ADULT SERVICES INTERNSHIP, SUMMER 2024

Support Services Intern

WHO WE ARE: The Backside Learning Center is an independent, non-profit organization committed to building community and enriching lives of equine workers, most of whom are immigrants from Latin America, and their families at Churchill Downs and surrounding racetracks. This internship is designed to further this cause.

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 is required
- 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