



Job Title: Youth Support Advocate, The Backside Learning Center, Inc.

Reports To: Director of Programs

FLSA Status: Non-exempt, Full-time

The Backside Learning Center (BLC) is a 501c3 non-profit organization located on the backside of Churchill Downs racetrack, with the mission of building community and enriching the lives of backside workers and families. The BLC provides educational programming and social services, supporting the racetrack community comprised of ~1000 equine workers, and their families. The population served consists primarily of immigrants from various Latin American countries whose native language is Spanish. The BLC is a team-oriented organization with a commitment to embodying our core values daily and empowering those we serve. We also have a non-traditional, community-oriented work environment.

Summary of Position: The Youth Support Advocate will be part of the Programs and Services team and will work in cross-collaboration with several members of the team to support K-12, JCPS youth participants in the areas of case management, academic support, and family engagement. This position is partially grant funded and thus only guaranteed for two years. The position could continue beyond that but would be based upon availability of newly acquired funding. The purpose is to better support youth who fall under the McKinney-Vento Homeless Assistance Act. Applicants for this position will need to be available to work 2-3 evenings per week and work occasional weekend hours. The schedule can be flexible and will report directly to the Director of Programs.

Primary Responsibilities:

- Co-ordination of the virtual and in-person, one-on-one K-12 youth tutoring program. This program connects BLC students attending JCPS with a supportive volunteer who provides consistent homework help and assistance with academics during the school year. The program's focus shifts to literacy improvement during the summer.
- Assist in the coordination of the Front Runners after-school program (September-April). Duties include program set-up/break-down, serving as a classroom lead, providing direct student support, leading cooperative games and community building activities, assisting volunteers, and transportation of youth participants in BLC's 12-passenger van.
- Coordination of referrals to youth programs and services offered by both BLC and other community organizations.
- Work in collaboration with the Case Management team to conduct needs assessments with K-12 youth participants and their families. This will include intake/exit assessments, homes visits, connecting to resources, setting & tracking goals, assisting clients and their families in achieving their goals, and connecting with clients to other resources.
- Advocate for K-12 youth participants' educational needs and accommodations within JCPS through regular communication with parents and schools (FRSC, teacher, transportation, etc.)
- Support parents and caregivers to engage in their child's education and overall well-being by collaborating with the Programs and Services Team to assist in hosting family engagement events and resources.

Secondary Responsibilities:

- Maintain updated case notes, attendance records, intake/exit assessments, and any other data necessary to identify areas for improvement as well as program successes, including data required by program funders.
- Assist with community needs assessments, evaluations, and feedback as needed.
- Maintain regular communication with BLC staff regarding the needs of students, observations, and suggestions for the constant improvement of methods to ensure maximum program impact.
- Other duties as assigned.

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.

Education, Experience, and Skills Required:

- Spanish language fluency required (native or near-native level)
- 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 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
- Must have a reliable form of transportation and valid driver's license (issued at least 3 years ago)

Compensation: Salary will be commensurate with experience but will likely be in the \$30,000 – \$35,000 annual salary range with potential annual increases based on performance and funding availability. Benefits include medical, vision, and dental insurance coverage beginning on the first day of employment, generous vacation, holiday, sick and personal time off, flexible and team-oriented work environment, in a fun, non-traditional setting.

Application Process: Please submit a resume and cover letter to Lauren DeGeorge, Director of Programs, at ldegeorge@backsidelearningcenter.org