



Pay: \$15.00/hr.

Weekly Hours: Part time up to 25 Hours

***Americana World Community Center's Mission is to provide holistic services to Louisville's refugee, immigrant, and underserved population to build strong and healthy families, create a safe and supportive community and help every individual realize their potential.***

### **Job Summary**

The Weekend Outreach & Front Desk Assistant is responsible for opening the building, welcoming and directing participants, volunteers and visitors to various programming within the building, leading volunteer groups to complete projects, tabling events offsite and closing the facility. The Weekend Outreach & Front Desk Assistant will work with the Americana team to support our primary population of refugee, immigrant and U.S. born youth and parents learning English as a Second language (ESL).

### **Primary Duties and Responsibilities**

- Securely Open & Close the building
- Direct participants, volunteers, and staff with information about the programs
- Prepare, plan and lead volunteer projects with volunteer groups
- Manage building spaces during rental events including setting up and putting away audio and other equipment
- Attend tabling events to build relationships and awareness about the organization
- Receive In-Kind Donations (items), put them in the rooms where belong & Fill the Donation Forms if it is required

### **Minimum Requirement**

- Must be willing to work within program hours 10:00 -8:00pm Friday & Saturday

**Preference given to bilingual applicants**



Funding provided in part by Louisville Metro  
Government, Metro United Way, and Kosair Charities



**4801 Southside Drive • Louisville, KY 40214 • (502) 366-7813 • [www.americanacc.org](http://www.americanacc.org)**

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