



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

**Reports To: Director of Programs**

**FLSA Status: Non-exempt, Full-time**

The Backside Learning Center (BLC) is an independent non-profit organization providing support and resources in a safe, welcoming environment for the diverse community of racetrack workers and their families.

With programs centered around educational support for both adults and youth, health and wellness, human services and more, we are committed to serving as a community center and a “home away from home” for the backside community.

**Summary of Position**

The Youth Programs Manager will work as part of the BLC’s Programs and Services team in cross-collaboration with other team members to support K-12, JCPS youth participants in the areas of case management, academic support, and family engagement. The Youth Programs Manager will lead and supervise a small team of part-time 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 2-4 evenings weekly at a minimum and some weekends when needed.

**Candidate will**

- Work as part of a dynamic, energetic, and passionate team of BLC staff and interns.
- 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 programming 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.
- With the support of the youth programs team, maintain program management for several 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

- Establish capacity and maintain a waitlist
- Work with Volunteer Coordinator to oversee program volunteers' schedules & onsite duties
- Respond to the needs of program participants
- Establish, carry out, and improve upon program structure
- Create a safe, welcoming learning environment.
- Carry out and oversee the organization of program spaces and materials, keeping them organized and stocked with necessary materials.
- Lead youth programs team and volunteers in the execution of program curriculum and calendar for K-12 (including academic and social & emotional enrichment).
- Maintain strong communication and build relationships with youth participants as well as their parents, teachers, and other involved community members.
- Work in collaboration with the Case Management team to conduct needs assessments with K-12 youth participants and their families annually or when needed. This will include intake/exit assessments, home visits, connecting to resources, setting & tracking goals, assisting clients and their families in achieving their goals, and connecting with clients to other resources.
  - Coordinate & delegate case management around educational advocacy.
  - Advocate for K-12 youth participants' educational needs and accommodations within JCPS through regular communication with parents and schools (FRSC, teacher, transportation, etc.)
- Maintain regular communication with necessary BLC staff regarding program, client, and volunteer needs (Volunteer Coordinator, Part-Time 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.
- Active participation in trainings and professional development required by funders and supervisors.
- 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.*

#### **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 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 (issued at least 3 years ago)

**Compensation:** Salary will be commensurate with experience but will likely be in the \$38,000 – \$48,000 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.

**Deadline to Apply:** July 15, 2022

**Targeted start date:** August 1, 2022

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