



## **Programs Manager**

**Location:** Lexington, KY (remote work with one in-office team day per week; travel for school visits and events required)

**Hours:** Approximately 20 hours per week

**Classification:** Part-time, salaried non-exempt

**Compensation:** \$25,000–\$30,000 annually

**Benefits:** Not eligible for employer-sponsored health insurance at this time

**Reports to:** Executive Director

### **Role Summary**

The Programs Manager will lead Amplify Horse Racing’s field-based educational programming, overseeing planning, coordination, and delivery of classroom visits, industry tours, events, and mentorship support. This role ensures high-quality participant experiences, strong curriculum implementation, and effective program operations as Amplify continues to grow.

This position begins as a part-time role during a six-month growth phase, with potential for expanded hours based on program needs and funding.

### **Primary Responsibilities**

- Lead and deliver Amplify’s field-based programs, including classroom visits, educational tours, career fairs, and events
- Teach lessons and facilitate activities in middle and high school classrooms
- Plan and lead industry visits, racetrack tours, and behind-the-scenes experiences
- Manage and update curriculum materials to ensure clarity, accuracy, and consistency
- Support the Amplify Mentorship Program, including participant recruitment, matching, and ongoing communication
- Track program outcomes and maintain systems for reporting and evaluation
- Recruit, schedule, and coordinate event volunteers and program support staff
- Ensure appropriate staffing and preparation for all program activities
- Assist in developing clear training materials and teaching guidelines for educators and volunteers
- Represent Amplify at school meetings, partner events, and industry engagements as needed

### **Qualifications**

- Background in education strongly preferred (former classroom teacher, instructional coach, or school-based educator ideal)



- Experience leading youth programs, teaching curriculum, or facilitating group learning experiences
- Strong classroom management and presentation skills
- Excellent organizational skills and ability to manage schedules, logistics, and multiple programs
- Clear, professional communication skills (written and verbal)
- Ability to work independently and take ownership of program delivery
- Knowledgeable about the Thoroughbred and equine industry
- Ability to pass required background checks for school-based programming
- Reliable transportation and willingness to travel locally as needed

### **Time Commitment & Growth Pathway**

- Initial Phase (First 6 months): Approximately 20 hours per week focused on program delivery, scheduling, mentorship coordination, and educator onboarding
- Reassessment at 6 months: Review program volume, funding, and organizational needs
- Potential transition to increased hours or full-time role

### **How to Apply**

- Please email your cover letter and resume to [info@amplifyhorseracing.org](mailto:info@amplifyhorseracing.org)