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Support Bright Lights!

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Through a planned gift during lifetime or at death, you can potentially reduce estate and income taxes while helping to educate generations of children for years to come!

August 2015

It is nearly the end of August, school is back in session, and summer activities are now in the memories file. I hope you had as much fun as I did. This was my first summer as executive director at Bright Lights and I have stored some great memories from our program weeks. Here are some that are on the top of my memory file:

- There is a lot more walking than one would expect in a school building like Randolph. The second day I bought some very comfortable shoes to wear the rest of the weeks.
- There are a lot of parents and kids that return for classes throughout the weeks and I enjoyed meeting every one of them.
- There are a lot of teachers that are absolutely fabulous with their curriculum and their love of children's learning.
- There is a lot of fun in the Bright Lights program.

We are already working on Bright Lights 2016 to ensure that our 30th year of classes at our new location of Holmes Elementary will be even more memorable for everyone. Thank you for your friendship and involvement in our organization that focuses on children and providing unique, motivating learning each summer.

Linda Birkes-Lance
Executive Director

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MEET THE BRIGHT LIGHTS STAFF

Linda Birkes-Lance

-- Executive Director (Full Time)



The Board of Directors appointed Linda as the new executive director in March 2015, following the retirement of long-time leader Kathy Hanrath. Linda provides guidance of the overall program management, the financial responsibilities of day-to-day operations, and budget management. With an extensive background in fundraising, Linda is well prepared to accomplish the position's inclusion of grant writing, solicitations, events, and oversight of all development strategies.

Linda is thrilled to be part of Bright Lights and said, "Our mission is to provide education in a motivating, hands-on manner that ensures our children love learning. When kids see themselves being successful they are far more likely to reach towards higher standards. My goal is to locate enough funding that we can make our program affordable and provide scholarships to anyone that needs assistance to join us."

Pam Magdanz

-- Education Coordinator (Full Time)

Pam has supervised teacher recruitment and orientation since she began with Bright Lights in July 2012. Other responsibilities include development of curriculum and instruction goals and she also coordinates student, parent, teacher and assistant evaluations.



Pam works at Bright Lights because, in her own words, "Nothing could be more rewarding for me than watching teachers as they share their passion and at the same time inspire students to find theirs."

Anne Loudon

-- Technology Specialist
(Part Time - 9 month)



Anne has been with Bright Lights since November of 2012. She provides staff training and support for basic software and hardware needs in the office. Anne maintains the Bright Lights website and assists with the development of the online registration system. She also helps analyze the summer program evaluation surveys.

When asked what motivates her to work with summer learning, she quotes Benjamin Franklin: "Tell me and I forget. Teach me and I remember. Involve me and I learn."

Lindsey Walsch

-- Program Specialist (Part Time - 9 month)



Joining the Bright Lights staff in February 2015, Lindsey administers the scholarship program, working with local schools and serving approximately 360 students. She communicates with Bright Lights teachers throughout the school year to prepare for the summer program and secures class locations, insurance certificates, buses and field trips for summer classes.

Lindsey finds inspiration for summer learning from the Chinese proverb, "Give a man a fish and you feed him for a day; teach a man to fish and you feed him for a lifetime."

Becky Rock

-- Communication/Administrative Specialist (Full Time)

Becky joined the Bright Lights staff in March 2005. She coordinates promotion and marketing in both print and on-air media. Additionally she maintains communication with Bright Lights families and the Board of Directors and manages office related activities including a pool of volunteers.



Becky believes in the far reaching effects of summer learning, "So much research lately is pointing toward the advantage of summer learning, not just an immediate effect, but also a lingering effect when students go back to school in the fall. I'm grateful to be a part of that process."

BRIGHT LIGHTS JOB OPPORTUNITIES

Bright Lights has four part-time positions available. The successful candidate could combine two of the following part-time/permanent positions.

Bright Lights Data Entry Specialist (NON-EXEMPT)

Data Entry Specialist position is open at Bright Lights and is part-time/temporary. Job will focus on donor database entry. Duties include data base conversion from Microsoft Access to our newly created online registration system. Following final preparation of the database structure, the work will be data-entry of a donor database and testing report capabilities. Knowledge and experience with Microsoft Office, especially Access, Word, and Excel, and able to adapt and learn other programs. Confidentiality with information concerning our constituents is required for everyone that works at Bright Lights. The position is part-time, 20 hours per week for 16 weeks, or other combination not to exceed 320 hours. A grant is paying for this position at \$10 per hour. Small office atmosphere near S 48th & Hwy 2, free parking, and casual dress. Send cover letter, resume, and three references to Linda Birkes-Lance, lbirkeslance@brightlights.org. Position will remain open until suitable candidate is selected.

This position is eligible to lead into the Bright Lights Development Specialist part-time/ permanent position:

Bright Lights Development Specialist (NON-EXEMPT)

Development Specialist position is open at Bright Lights and is part-time/permanent. Job will focus on providing support for all fundraising activities and gift processing. Duties will include direct mail campaigns, grant analysis and fundraising events. Previous development experience is a plus. Good public relations, writing and communication skills; strong organizational capabilities; knowledge and experience with Microsoft Office, especially Word and Excel, and able to adapt and learn other programs. Confidentiality with information concerning our constituents is required for everyone that works at Bright Lights. Part-time 20 hours per week, five days a week matching the nine-month LPS school calendar. Additional 10 to 15 flexible hours per month during June and July are possible. Starting wage at \$11-\$13 per hour based on experience. Small office atmosphere near S 48th & Hwy 2,

free parking, casual dress, flexible work schedule. Send cover letter, resume, and three references to Linda Birkes-Lance, lbirkeslance@brightlights.org. Position will remain open until suitable candidate is selected.

Bright Lights Registration Specialist (NON-EXEMPT)

Registration Specialist position is open at Bright Lights and is part-time/seasonal. Job will focus on coordination of student registration for summer classes. Duties include preparation of registration documents, process online and mail-in registrations, and ensure all registration activities are completed in an accurate, timely manner. Good public relations, writing and communication skills; strong organizational capabilities; knowledge and experience with Microsoft Office, especially Word and Excel, and able to adapt and learn other programs. Confidentiality with information concerning our constituents is required for everyone that works at Bright Lights. Part-time 20 hours per week, five days a week from January to May matching the LPS school calendar. Starting wage at \$11-\$13 per hour based on experience. Small office atmosphere near S 48th & Hwy 2, free parking, casual dress, flexible work schedule. Send cover letter, resume, and three references to Linda Birkes-Lance, lbirkeslance@brightlights.org. Position will remain open until suitable candidate is selected.

Bright Lights Classroom Assistant Specialist (NON-EXEMPT)

Classroom Assistant Specialist position is open at Bright Lights and is part-time/seasonal. Job will focus on recruitment, placement, and training of approximately 250 volunteer classroom assistants for summer classes. Duties include reviewing website and printed documents, recruiting volunteers from area high schools and colleges, work closely with education coordinator and program specialist during placement of assistants, and conduct training meetings in May with classroom assistants. Good public relations, writing and communication skills; strong organizational capabilities; able to connect with high school students; knowledge and experience with Microsoft Office, especially Word and Excel; and able to adapt and learn other programs. Confidentiality with information concerning our constituents is required for everyone that works at Bright Lights. The position is part-time, seasonal with varying hours from December through

our program weeks in June and July. Starting wage at \$11-\$13 per hour based on experience. Small office atmosphere near S 48th & Hwy 2, free parking, casual dress, and flexible work schedule. Send cover letter, resume, and three references to Linda Birkes-Lance, lbirkeslance@brightlights.org. Position will remain open until suitable candidate is selected.

BRIGHT LIGHTS - SUMMER 2016

Main Site: Holmes Elementary School
5230 Sumner St

June 6-10...June 20-24...July 11-15

brightlights.org