



Sequoia Program Manager

We are looking for a passionate, dedicated, and youth-centered individual to join our dynamic team in our vibrant youth center, located in downtown Lewiston, Maine. We seek a leader to serve as a role model and mentor, planning and implementing Sequoia programming for boys and young men in elementary, middle, and high school. We need someone passionate about youth development who values forming trust-based mentoring relationships and is experienced with providing social-emotional support to youth.

Organization Overview:

Tree Street Youth is a young non-profit organization located in the Downtown “Tree Street Neighborhoods” of Lewiston, Maine. Our vision is to cultivate leaders who fear less, love more, and dream big, boldly shaping the future and creating communities united across lines of difference. Our mission is to support the youth of Lewiston-Auburn, Maine through academics, the arts, and athletics. We provide Lewiston- Auburn youth with a safe place that encourages healthy physical, social, emotional, and academic development.

At all times we strive to create a safe and welcoming environment for all youth while equipping them with the tools they will need to not only be successful now, but also in their futures. As an organization we encourage all youth no matter what grade they are in to explore all higher education options and future opportunities as they become lifelong learners, engaged citizens, and contributors to the world.

Program Overview:

The SEQUOIA Boys/Young Men’s Empowerment Program serves all young boys/men at Tree Street Youth, from middle school to high school. SEQUOIA seeks to engage the boys of our community through group activities, athletic programming, novel experiences/outings, and 1-1 mentoring. Our goals are to create an atmosphere of trust, accountability, vulnerability and openness, camaraderie, and support. This, in return, creates a space of encouragement, kindness, and friendship. While challenging one another to take ownership of the things within each of our control whether it be decisions, mistakes, behavior, schoolwork, and the choices we all make each day.

Position Overview:

The Sequoia Program Manager position serves as an advocate and mentor for the boys and young men in the center through maintaining and developing relationships with youth and community partners to create opportunities for growth for participants. The position will entail developing, researching, and implementing daily activities for participating youth in Sequoia. Activities will include “in-house” as well as experiential learning and social field trips beyond the center walls for a group of at-risk young men. Typically a group is between 5-12 youth at a time.

The candidate will organize and plan for all aspects of daily activities. Sequoia Program Manager supports all youth participating in the initiative in cultivating goals and navigating personal growth plans.

As a Program Manager, this role assists with programmatic operations across the center and is responsible for an administrative subdomain. The Sequoia Program Manager's subdomain is **Food Program Coordination**, which includes implementing food service at the center for morning and afternoon programs.

2020-2021 Academic Year Program Overview:

While Tree Street Youth typically provides afterschool and summer programming, during the COVID-19 pandemic our programming has shifted to mirror Lewiston Public Schools blended in-person and remote learning model.

- Tree Street Youth will continue to serve youth Pre-K through seniors in high school and will shift from an afterschool model to all-day in-person programming.
- There will be three blocks of programming:
 - **Morning program** for middle and high school youth from 9am-12pm.
 - **Afternoon program** for elementary students from 12:30-3pm.
 - **Sequoia & Redwood Afterhours** for participants in Sequoia and Redwood Programs from 3pm-5pm.
- Both Morning and Afternoon Programs will have 2 cohorts of students, based on the hybrid model that Lewiston Schools are implementing this fall.
- We will have in-person programming Monday, Tuesday, Thursday, and Friday, with Wednesdays reserved for staff meetings and a rotating schedule of outings for small groups of youth.

During the 2020-2021 Academic Year, the Sequoia Program Manager will have a dynamic role that consists of four main areas of responsibility, though other duties may be assigned:

1. **Morning Program** - Oversee the gym space, which includes: supervising the weight room space, planning and leading games and athletics tournaments, and creating opportunities for small group bonding and building confidence in middle and high school youth. May include supporting youth with academics such as homework help or accessing online classes.
2. **Afternoon Program** - Plan and lead a daily classroom activity for elementary students. Support with overall functioning of Afternoon Elementary Program, including supporting meal times, leading and supporting Opening Program, and creating a fun, positive environment for kids.
3. **Sequoia Afterhours** - Plan and lead daily group activities for middle and high school boys. Activities can include outings and field trips or "in-house" activities like games, movie nights, discussion groups, athletics, group dinners, or other activities based on youth interests.

4. **Administrative Subdomain** - Food Program Coordination. This role is responsible for coordinating the food program at the center which includes: communicating with the Lewiston Food Services Program to arrange delivery of daily breakfasts and lunches, filling out meal count forms, and delivering pre-packaged breakfasts and lunches to youth in both morning and afternoon programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Plan and lead daily programming with youth during hours of 9:00am-5:00pm Monday through Friday
- Collaborate/build relationships with community partners to create fun, educational, and novel experiences for youth outside of the Tree Street building
- Design adaptable daily activity plans in collaboration with youth and other Sequoia Leadership
- Work collaboratively with the Sequoia team to uphold monthly activity spending budget
- Manage effective systems of data tracking, including program participation and support services provided. Submit monthly and quarterly reports to Executive Director
- Track youth community service hours/oversee all community service taking place at the center
- Transport youth to and from field trips as needed (Driving history approval required)
- Participate in weekly Tree Street Staff meetings.
- Collaborate with Redwood Girls Program Manager to design joint activities and learning opportunities for youth
- Represent the Sequoia program at any special event or presentation about the program

Other (All staff requirements)

- Support Tree Street's fundraising/board events
- Attend weekly staff meetings and supervision meetings
- Fill out and submit bi-weekly timesheets
- Perform daily assigned cleaning/maintenance responsibilities
- Address youth behaviors/social-emotional needs during after school/summer program hours (as needed)
- Other duties as assigned

Qualifications:

- Self-motivated with a high degree of flexibility, creativity, and independence
- Ability to clearly and concisely communicate orally and in writing
- Excellent organizational skills
- Effective public speaker
- College degree or equivalent experience preferred
- Prior volunteer or service experience
- Dedication to the mission of Tree Street Youth
- Ability to use various types of technology (i.e. word processing, Microsoft Office Suite, GoToMeeting, on-line reporting system)

- Experience with middle and high school-aged at risk youth of diverse backgrounds.

The Sequoia Program Manager reports to Mike Akanji, Program Director. This is a full-time position with the typical schedule being Monday-Friday 8:30am-5pm although there is some flexibility and variability. May include some weekend hours.

Start Date: Immediate Hire

**** All decisions are based on nondiscriminatory factors without regard to race, color, religion, sex/gender, sexual orientation, national origin, disability or status as a veteran. We promote a positive and healthy working environment with respect for diversity.*