



Youth Programs Assistant

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:

For this Fall 2020, we have adjusted our traditional academic year program to best support our youth and families, and keep our community as safe as possible during the COVID-19 pandemic.

- 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 two blocks of programming:
 - **Morning program** for middle and high school youth from 9am-12pm.
 - **Afternoon program** for elementary students from 12:30-3:30pm.
- 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.

Student Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	School	School	BRANCHES/Trips	Tree	Tree
Cohort B	Tree	Tree	BRANCHES/Trips	School	School

Position Responsibilities:

- Provide direct support to youth, including creating a fun, caring, positive environment for youth, planning and leading enriching activities, supervising spaces to ensure safe, respectful behavior, and supporting youth with their social emotional growth.
- Lead teacher of a classroom activity - responsible for planning and leading out daily enrichment activity in one of the classrooms.
- Support meal times and daily clean-up, including delivering meals, supervising meal time, and supporting clean up and sanitization at the end of every shift.
- Support during arrival and dismissal times of youth, which may include leading the walking train to pick up and drop off youth.
- Support supervision of 1-2 weekly outings (field trip or in-house small group activity).
- Attend weekly staff meetings and supervision meetings.

Supervision: The Youth Programs Assistant reports to the Program Director Team.

Schedule: This is a part-time, 20-24 hours per week, salaried position with the schedule being 11:30am-4:00pm. May include occasional weekend hours.

Start Date: As soon as possible.

**** 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.*