



Elementary Youth Program Manager

Program Overview:

Tree Street Youth is a young non-profit organization located in the Downtown "Tree Street Neighborhoods" of Lewiston, Maine. Our mission is to support the youth of Lewiston-Auburn, Maine through academics, the arts, and athletics. We provide Lewiston and Auburn youth with a safe place that encourages healthy physical, social, emotional, and academic development while building unity across lines of difference. Our afterschool and summer programming serve elementary school-aged youth (Pre-K through 5th grade) as well as middle and high school-aged youth (6th grade through 12th grade).

The Elementary Youth "Littles" Program has two main components: the Afterschool Program during the academic year and the Summer Program. **The Afterschool Program** provides a safe space that offers programming from 2pm-5pm during the academic year. Youth between Pre-K and 5th grade can come to the center to get homework help, play games and sports, and participate in enrichment classes and activities like art, languages, dance, music, crafts, and more. **The Summer Program** includes a morning summer camp for elementary youth from 8am-12:30pm. Programming in the summer includes classes taught by Summer Interns, field trips, swimming days, and college visits, and provides breakfast and lunch to all participating youth. All programming at Tree Street is provided at no cost to families.

The Elementary Program framework is also the home to our Mentor Staff and StreetLeader and SquadLeader Teen Leadership Program.

StreetLeaders (high school youth) and **SquadLeaders** (middle school youth) help foster a safe, fun learning environment for youth in our summer and after school programming, encouraging them to take intellectual and emotional risks while building lasting relationships that extend beyond the facility walls while gaining valuable professional skills. StreetLeaders are hired as mentors and supervisors to help run classes during our morning summer camp and after school programming. For many of them, this is their first "job" and an opportunity to learn professional work skills needed throughout their lives. SquadLeaders are middle school-aged youth who volunteer their time assisting in summer camp classes/after school programming while learning leadership and work readiness skills.

During the summer program months, Tree Street typically co-hosts summer interns from across the nation and world to learn about youth development, multicultural education, and the uniqueness of the Tree Street community while supporting the running of our 6-week summer program. These interns support in both the Elementary and Middle/High School Programs.

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.

Position Overview:

The Elementary Youth Program Manager’s primary responsibility is two-fold: ensure that the Elementary Youth programming during the summer and academic year runs effectively and Co-Supports the Summer Intern programs with the other members of the Directors Team.

The Elementary Youth Program Manager will support the overseeing all daily operations of the little kids wing of the building including: oversee enrichment programming such as classes and activities led by interns and create a weekly activities calendar, oversee mentors, volunteers, support classroom and behavioral management issues in each space, communicate with parents, manage data tracking and attendance, and ensure that youth are safe and supported at all times.

Responsibilities:

1.	Program Management <ul style="list-style-type: none">• Coordinate, oversee, and collaboratively plan after school/summer program activities for all youth grades Pre-K-5th (approximately 60-80 youth daily)• Oversee and support daily programming activities during after school hours and summer program hours• Plans/Assists with special events (field trips, family events)• Create a welcoming, inclusive, and safe space for all elementary-aged youth• Support in significant elementary student behavior. Manage conflicts using restorative-based practices to ensure equity, accountability, and support• Obtain registrations for all youth.• Oversee attendance and data tracking on elementary kids' side.• Handles all correspondence with parents/families• Collaborate with Middle/High School Youth Program Director and Executive Director to create cohesive programming across the center• Participate in the hiring and supervision all programming staff in collaboration with the Middle/High School Youth Program Director and Executive Director• Collaborate with Directors team in leading training for all staff/interns• Manage and replenish all supplies on the elementary kids side and report maintenance and supply needs to Operations/Facility Domain Lead• Support volunteers on elementary kids side as needed• Follow safety protocols and run emergency procedure drills• Oversee shut down of the elementary side of facility during after school/summer programs
2.	Program Development <ul style="list-style-type: none">• Support the creation and plan training for Mentor staff, volunteers, and StreetLeaders as need to support Elementary Youth programs• Support the creation of innovative collaborative partnerships to enhance program offerings as needed• Devise strategies to ensure programs are effective and impactful to all participants
3.	Data Tracking <ul style="list-style-type: none">• Support the maintaining effective systems of tracking of elementary youth participants

4.	Budget Management <ul style="list-style-type: none"> ● Work with Elementary Program Directors to create an estimated program budget ● Support the monitoring and implementation of actual budget ● Assist with track program expenses
5.	Other (All staff requirements) <ul style="list-style-type: none"> ● Support Tree Street’s fundraising, community, board events ● Attend weekly Directors Team, 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

Position Time frame/Hours: This full-time position has a 40 hours a week schedule. Working hours are Monday through Friday typically 8-4 during summer hours and 10am to 6pm during the academic year, although there is some flexibility and variability. May periodically include some weekend hours.

Start Date: Immediate Hire

Application Process: Interested candidates should submit a cover letter and resume to julia@treestreetyouth.org and oren@treestreetyouth.org. Selected candidates will receive an email to set up a phone/zoom or in-person interview.

**** 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.*