



Pre-K Bridge Program Manager

Organization 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). All programming at Tree Street is provided at no cost to families.

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 Pre-K Bridge Program Manager is a dynamic role that has two primary areas of responsibility. First, overseeing the implementation of the Pre-K Bridge Program. Second, expanding the vision and support for parents of young children in the community.

As an Program Manager, this role plays a key role on the WILLOW Elementary Program Design Team.

Responsibilities Overview:

- **Pre-K Bridge Program** - Oversee the implementation of a Pre-K Bridge Program that engages approximately 15-20 students daily. Collaborate with existing Pre-K and community based programs, enroll students, communicate with families, coordinate transportation to and from Tree Street, plan and lead programming, and oversee the safety and wellbeing of all students. The Pre-K Program Manager will work together with 1-2 Mentor staff to carry out the program daily.
- **Pre-K-After School Support** - The Pre-K Program Manager will also collaborate with the WILLOW Elementary Program Director to ensure smooth transition from the Pre-K Pilot program into the Elementary Afterschool program each day and provide support for Pre-K youth during after school programming as needed.
- **Family Support** - Supporting families to engage their youth in Pre-K Bridge as well as designing unique parent support/play groups, educational opportunities, and informational bridging with service providers in the area to ensure each youth’s needs are being met.

Position Time frame/Hours: This full-time position has a 40 hours a week schedule. Working hours are Monday through Friday typically 10-6 although there is some flexibility and variability. May include some weekend hours.

Supervisor: Justin Morin, Willow Elementary Program Anchor

Start Date: August 26th, 2024

To apply, send your resume to our hiring team: justin@treestreetyouth.org, oren@treestreetyouth.org, and julia@treestreetyouth.org, Thank you!

**** 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.*