



Redwood Program Manager

We are looking for a responsible, dedicated, and youth-centered individual to join our dynamic team to lead and oversee our programming for all girls and young women at our vibrant youth center located in downtown Lewiston, Maine. 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 Redwood Girls Empowerment Program serves all girls and young women at Tree Street Youth. Programming ranges from 1-1 mentoring to coordinating formal group activities for elementary, middle, and high school youth. Programming is grounded in youth voice, interest, and needs. Additionally, the program focuses on supporting girls and young women developing the skills needed to settle arguments, build lasting friendships, succeed academically, and restore mistakes made in the community, at school, the center, or at home.

Position Overview:

The Redwood Program Manager position serves as an advocate for all girls and young women at the center. The position focuses on creating both formal and informal structures for mentoring and group activities to empower girls and young women at the center. Additionally, to in house programming the position also supports girls in navigating the many systems they interact with daily to ensure they are finding success academically, have safe housing, understand risks to decision making, and are provided with a daily present as needed support.

More Details

The position will entail developing, researching, and implementing daily activities for participating girls and young women. Activities will include “in-house” as well as experiential learning and social field trips beyond the center walls. The candidate must be available and present to work during the hours of 12-6 Monday through Friday.

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

- Participate in daily programming with youth during hours of 2-6 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 girls at the center
- Uphold monthly activity spending budget
- Supervise, support, and empower girls to ensure program goals and personal goals are being achieved
- Meet weekly with supervisor to ensure open lines of communication and clear program goals/activities for each week
- Attend court, school, and, other team/family meetings with youth and represent program on an as needed basis
- Manage effective systems of data tracking, including program participation and support services provided
- Submit monthly and quarterly reports to Executive Director
- Update and share RedWood program statistics with Development Associate and Executive Director Monthly
- Transport youth to and from field trips as needed (Driving history approval required)
- Participate in weekly Tree Street Staff meetings.
- Represent the RedWood program at any special event or presentation about the program
- Maintain positive collaborative relationships with community partners, local businesses, and colleges
- Seek new, innovative ways to collaborate with community based agencies/opportunities to expand learning opportunities for girls and young women at the center

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 girls and young women of diverse backgrounds.

The Redwood Program Manager reports to Angela Eustache, Bigs Program Anchor. This is a full-time position with the typical schedule being Monday-Friday 10-6 in the academic year, and 8-4 during summer, although there is some flexibility and variability. May include occasional weekend hours.

Start Date: Immediate.

**** 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.*