



## Middle & High School Co-Director Position

### Organization Overview:

Tree Street Youth is a dynamic, 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 5<sup>th</sup> grade) as well as middle and high school-aged youth (6<sup>th</sup> grade through 12<sup>th</sup> 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.

### Program Overview:

“Bigs” 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 drop-in hours from 2pm-6pm during the academic year. Youth between 6<sup>th</sup> and 12<sup>th</sup> grade can come to the center to hang out, get homework help, play sports, participate in enrichment classes and activities or participate in other core programs.

**The Summer Program** Programming in the summer includes enrichment classes, field trips, college visits, a college and career themed “Summer Challenge” and provides lunch to all participating youth.

### Position Overview:

The Bigs Co-Director position is responsible for overseeing all after school/summer activities for all middle and high school youth, coordinating a weekly calendar of activities and enrichment and creating a safe and healthy environment for all youth and staff. It is critical to be adaptive and flexible to youth’s needs and implement restorative measures to ensure all youth have access to the center.

The Bigs Co-Directors are also responsible for running their individual program activities. (ie. Redwood Girls’ Empowerment & Youth Athletics and Wellness programing.) In addition to holding floor lead responsibilities.

As Co-Director, this role forms part of the Tree Street Leadership Design Team.

## Responsibilities:

1.	<b>Program Management</b> <ul style="list-style-type: none"><li>• Coordinate, oversee, and collaboratively plan after school/summer program enrichment activities for all youth grades 6th-12th (approximately 60-80 youth daily)</li><li>• Oversee and support daily programming activities during after school hours and summer program hours</li><li>• Plans/Assists with special events, excursions or unique opportunities for youth outside the center (field trips, family events)</li><li>• Create a welcoming, inclusive, and safe space for all youth</li><li>• Handle any significant student behavior within enrichment activity spaces. Manage conflicts using restorative-based practices to ensure equity, accountability, and support</li><li>• Oversee attendance and data tracking for enrichment classes.</li><li>• Collaborate with WILLOW Elementary Anchor, Operations Anchor, Pine Anchor, BRANCHES manager, Executive Director, and Program Managers to create cohesive programming across the center</li><li>• Collaborate with Leadership team in creating/leading training for all staff/interns</li><li>• Follow safety protocols and run emergency procedure drills</li><li>• Ensure class/activity leads clean up facility and spaces after programming</li></ul>
2.	<b>Staff Coordination</b> <ul style="list-style-type: none"><li>• Coordination of all intersecting staff and programs that provide services for 6th-12th graders.</li><li>• Lead and take notes on weekly “Bigs” team meetings and conduct 1-on-1 check-ins with program staff as needed.</li><li>• Organizing call out coverage plans for Bigs afterschool and Summer.</li></ul>
3.	<b>Staff Collaborative Design</b> <ul style="list-style-type: none"><li>• Active participation and assisting in facilitation of “Bigs” Design Team weekly to plan and synergize program offerings for youth</li><li>• Work collaboratively with Leadership team in coordinating building space usage and creating weekly activity schedules</li><li>• Collaborate with Full Anchors Leadership team and board of directors to oversee organizational planning and staff training</li></ul>
4.	<b>Floor Lead</b> <ul style="list-style-type: none"><li>• Ensure all staff have walkies and are responding to What’s App messages as needed</li><li>• Ensure all staff arrive on time for stand up meeting each day and co-facilitate stand up</li><li>• Ensure cleaning, trash removal, and shut down protocols are followed</li><li>• Manage all restorative and behavioral dynamics on Bigs side</li><li>• Daily Trip/Van coordination and coverage</li><li>• Updating and messaging out restorative updates and expectations</li><li>• Direct supervision of Bigs mentor staff</li></ul>
6.	<b>Data Tracking</b>

	<ul style="list-style-type: none"> <li>● Maintain effective systems of tracking of youth participants in enrichment activities</li> <li>● Ensuring that all 6th-12th graders have registrations and input all registrations into Kidtrax.</li> </ul>
7.	<b>Budget Management</b> <ul style="list-style-type: none"> <li>● Work with Leadership Team to create an estimated program budget</li> <li>● Monitor and implement actual budget</li> <li>● Track program expenses</li> </ul>
8.	<b>Other (All staff requirements)</b> <ul style="list-style-type: none"> <li>● Support Tree Street's fundraising, community, board events as needed</li> <li>● Attend weekly Leadership Team, Staff meetings, and supervision meetings</li> <li>● Fill out and submit bi-weekly timesheets</li> <li>● Perform daily assigned cleaning/maintenance responsibilities</li> <li>● Address youth behaviors/social-emotional needs during after school/summer program hours (as needed)</li> <li>● Other duties as assigned</li> </ul>

**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 include some weekend hours.

**Supervisor:** Oren Stevens, Operations Anchor.

**Salary: Baseline-**\$50,500-\$56,000

**Reimbursement Benefits:** \$3000 annually/ pro-rated

**Benefit Insurances Available:** Dental, Vision, Short & Long Term Disability, Accidental

**Retirement:** Simple IRA with employer match

**Vacation:** 6 weeks paid vacation following the school calendar.

**Earned Paid Leave:** 80 hours paid leave to be used as needed, front loaded on January 1st/ pro-rated

**Start Date:** August 25th, 2025

\*\*\* 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.