



Pre-K & Kindergarten Youth Program Director

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. 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).

Programming at Tree Street has 2 primary components: The Afterschool Program provides a safe space that offers drop-in hours from 2pm-6pm during the academic year. The Summer Program includes morning camp from 8AM-12:30PM for elementary youth and afternoon summer camp for middle and high school youth from 1-4PM.

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 & Kindergarten Youth Program Director's primary responsibility is two-fold: facilitating summer programming and academic year programming. The Pre-K & Kindergarten Youth Program Director will oversee all daily operations of the Pre-K & Kindergarten kids of the building including: oversee enrichment programming such as classes and activities, 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.

As a Program Director, this role forms part of the Tree Street Anchor Leadership Team.

Responsibilities:Program Management

- Coordinate, oversee, and collaboratively plan after school/summer program activities for all Pre-K & Kindergarten youth
- 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
- Handle all significant student behavior. Manage conflicts using restorative-based practices to ensure equity, accountability, and support
- Obtain registrations for all Pre- K & Kindergarten youth.
- Oversee attendance and data tracking for Pre-K & Kindergarten kids.
- Handles all correspondence with parents/families
- Collaborate with Elementary 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 Elementary Youth Program Director and Executive Director
- Collaborate with Directors team in leading training for all staff/interns
- Manage and replenish all supplies for Pre-K & Kindergarten and report maintenance and supply needs to Operations/Facility Domain Lead
- Support volunteers for Pre-K & Kindergarten kids as needed
- Follow safety protocols and run emergency procedure drills

Staff Supervision

- Work collaboratively with Directors Team in supporting all program staff through Logistics and Communication Domain Oversight
- Lead weekly staff meetings and 1 on 1 check-ins with Mentor staff
- Lead daily “stand up” meetings with full staff team
- Collaborate with Directors team to oversee training/support services and work performance of Program Managers and Mentor staff
- Ensure Mentors are submitting timesheets

Program Development

- Create and plan training for Mentor staff, volunteers, and StreetLeaders as need to support Pre-K & Kindergarten Youth programs
- Create innovative collaborative partnerships to enhance program offerings as needed
- Devise strategies to ensure programs are effective and impactful to all participants
- Future opportunities to develop programming for parents and family activities

Data Tracking

- Maintain effective systems of tracking of Pre-K & Kindergarten Youth participants

Budget Management

- Work with Directors Team to create an estimated program budget
- Monitor and implement actual budget
- Track program expenses

Other (All staff requirements)

- Vision, adapt, and iterate on program models in response to community needs as appropriate
- 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

The Pre-K & Kindergarten Youth Program Director is a member of the Director Leadership team.

Position Time frame/Hours: This is a full-time position with an expected 40 hours a week schedule. School year working hours are Monday through Friday, 10am to 6pm. Summer hours are typically 8am-4pm and, although there is some flexibility and variability. May include some weekend hours.

Application Process: Interested candidates should submit a cover letter and resume to Oren@treestreetyouth.org and Julia@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*