



Youth Programs Assistant - Elementary, Part-Time

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.

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:

Our Center offers the Afterschool Program during the academic year and the Summer Program.

The Afterschool Program provides a safe space that offers programming from 1pm-6pm during the academic year. Youth between Pre-K and 12th 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 Pre-K Bridge Program operates from 1-3PM Monday through Friday while the WILLOW Program runs from 2-6PM.

The Summer Program includes a morning summer camp for Pre-K and elementary youth from 8am-1:00pm and afternoon activities for youth 6th-12th grade. 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.

Position Responsibilities:

- Provide direct support to youth, including creating a fun, caring, positive environment for youth, developing strong, trusting relationships with youth, supervising spaces to ensure safe, respectful behavior, and supporting youth with their social emotional growth.
- Plan and lead enrichment activities - responsible for planning and leading enrichment activity in our classroom, outdoor or gym spaces
- Support daily clean-up, including cleaning up, sanitizing, and shutting down building spaces at the end of every shift.
- Support during arrival and dismissal times of youth, which may include leading the walking train to pick up and drop off youth or serving as the transportation aide in the Tree Street van
- Occasional support supervision of 1-2 weekly outings (field trip or in-house small group activity).
- Attend weekly staff meetings and supervision meetings.

Supervision: The part-time Willow program mentor reports to the WILLOW Program Anchor for all Program duties.

Schedule: This is a 30 hour per week position with the schedule during the academic year being:

- Monday, Tuesday, Thursday, Friday 12:30-6p, Wed 10a-6p
- 6 weeks of paid holidays and 2 weeks of Earned Paid Leave

The summer program schedule will be determined by program needs and most likely will follow an 8AM-2PM schedule.

**** 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.*