



Youth Seed Enterprise – Program Assistant

Trellis for Tomorrow is an 18-year-old organization that delivers experiential programs in organic gardening, environmental stewardship, and food security that provide practical and behavioral life skills for youth and adults. Our aspiration is to foster compassion and resilience in people and inspire them to build sustainable communities.

Organizational Overview

Trellis provides programming for youth and adults that addresses food insecurity and community sustainability. Our programs help participants cultivate unique work and life skills while they address real and pressing needs in their local community. Trellis currently offers five distinct programs for youth and organizations.

For youth age 13-25, we offer:

- Youth Seed Enterprise, a youth led garden and food insecurity program
- Youth Environmental Stewardship, a land conservation and career exploration program
- Youth Leadership Extension, a local internship connection program, and
- Tempus, a conference about entrepreneurship

Organizations and corporations can partner with Trellis through our Food for All program, an innovative and sustainable approach to addressing hunger in our region through local gardens.

Our Core Values are:

- We are forward thinking and optimistic
- We care deeply for our planet and all who live on it
- We believe we are all connected
- We strive for justice for all
- We accomplish more by partnering
- We believe in lifelong learning and the power of experiences

Youth Seed Enterprise (YSE) is an innovative program for youth ages 13-18 that teaches transferrable work and life skills not typically gained in school and equips participants to be active contributors to meaningful change in our world. Participants in YSE establish and manage organic vegetable gardens in their own communities and then create an enterprise which delivers the fruits of their labors to paying customers and neighbors in need.

Job Description

The Program Assistant is a seasonal, part time position that works alongside a YSE Program Director leading one or two YSE youth cohorts. YSE Program Assistants are eager to work with youth and excited about the possibility of helping them to realize their highest potential. Strong candidates will have an open mind, an upbeat, positive attitude, be empathetic, and have a good sense of humor.

YSE's summer program in 2021 is scheduled for early June and the position will culminate in late August. Work hours will be Monday-Thursday each week (approximately 7:30am-3:30pm) with a half day of staff meetings on Friday, equating to approximately 32 hours a week. The Trellis for Tomorrow offices are based in Phoenixville, and YSE program locations



are in Phoenixville, Spring City, and Pottstown. Applicants should have a valid PA's driver's license and provide their own transportation to the site(s) on which they will be working. All Trellis employees are required to have current criminal and child abuse clearances.

Primary Job Responsibilities include but are not limited to:

- Support the Program Director and 15-20 youth participants, ensuring participants are safe, properly using equipment, engaged, and working cooperatively; work alongside youth to complete assigned tasks; take initiative to lead and instruct as required
- Collaborate with the Program Director in the planning, set-up, delivery, and clean-up of program activities, such as: garden tasks and projects, group discussions both in-person and virtual, team break-out sessions, business planning modules, team-building activities, community engagement efforts and participant evaluations
- Maintain daily attendance records, conduct daily safety screenings, and support safety protocols
- Assist in the delivery of participant communications
- Assisting in the collection and curation of content (photos, video, testimonials, and stories) for the development of Trellis program promotional materials

QUALIFICATIONS

- Formal experience and comfort level working with/directing youth (teens)
- Interest and/or experience in some combination of the following subjects: gardening, food, food justice, community engagement, creative problem solving, systems change, sustainability
- Ability to independently organize activities and lead while promoting collaboration and cooperation among participants
- Strong communication and leadership skills
- Flexibility and a willingness to “pitch in” where needed
- Capacity for problem solving and willingness to come up with creative solutions
- Attention to detail and strong organizational skills (for planning and recordkeeping)
- Ability to provide and receive honest, supportive feedback
- Alignment with Trellis Core Values

REQUIREMENTS

- Driver's license and a clean driving record
- Ability to perform physical garden work/tasks (lifting/bending) outdoors in various conditions (hot, humid, rain, etc.)
- Clear FBI & state criminal background checks and child abuse history clearances
- Professional references (at least two)

Pay is hourly and commensurate with experience.

Trellis for Tomorrow is an Equal Opportunity Employer – Minority candidates are strongly encouraged to apply

Send Questions and/or Resume and Cover Letter to dryle@trellis4tomorrow.org with the subject line “YSE Summer Program Assistant”.