



## Youth Program Assistant

Trellis for Tomorrow is a 19-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. By 2024, Trellis aspires to be known as the regional leader for empowering youth while addressing food insecurity.

### Programs Overview

Trellis for Tomorrow utilizes community gardens and other green spaces as living classrooms to deliver experiential programs for youth and local organizations that help people to become positive agents of change in their own lives and in their communities.

Our youth development programs provide paid work experiences, entrepreneurial training, and structured leadership opportunities for teens and young adults. The content of these programs is focused on work readiness skills, social emotional learning, and developing an understanding of the world and our personal agency in it. Trellis also offers programs that engage more than 20 local organizations and their constituents (members, employees, etc.) to steward organic gardens where food is grown and donated to neighbors in need.

### Job Description

The Program Assistant is a seasonal, part time position that works alongside a Youth Program Director leading one or two youth cohorts. 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.

This position will commence in May and culminate in late August. Work hours will vary, with a lighter load in May and early June, ramping up to about 30 hours a week mid-June through mid-August. 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 and between 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 organization and makes all employment, volunteer, and program acceptance decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws.*

**Send Questions and/or Resume and Cover Letter to [dryle@trellis4tomorrow.org](mailto:dryle@trellis4tomorrow.org) with the subject line “Youth Program Assistant”.**