



## Youth Program Manager

February 2023

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 Youth Program Manager is a seasonal-to-full-time position with Trellis for Tomorrow. Strong candidates will be prepared to contribute substantially as seasonal staff members to the delivery of Trellis summer youth programs with the possibility of being offered a full-time position as a part of our growing, dynamic programs team.

The Youth Program Manager is responsible for the delivery of planned activities and curriculum alongside a Program Assistant at two locations with distinct youth cohorts. The ideal candidate has experience working with teenagers, is a confident communicator, works well with others, and is comfortable leading group efforts in adverse conditions.

The Youth Program Manager reports to the Senior Program Director and works closely with the Program Manager. This is a seasonal, hourly position with potential for full-time, salaried placement within the Trellis programs team. Candidates will begin as seasonal staff, starting May 29, 2023 for training and program preparation. During the summer program (mid-June to mid-August) this is an hourly, 35-hour per week position, Monday-Friday each week (approx. 7am-2pm M-Th; 9am-4pm Fri). For this seasonal position, candidates can expect a "ramp up" of 15-25 hours of work weekly in the three weeks prior to the start of the program.

This position is on the front lines of our mission "to foster resilience and compassion in individuals and inspire them to build sustainable communities," and is held to a high standard of alignment with and commitment to our Core Values, Mission, and Strategic Vision. Beyond experience and a demonstrated desire to work with youth, the position requires strong leadership, a positive attitude and high energy, as well as other attributes that personify Trellis values.

*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.*

### Core Competencies:

- **Achievement Motivation** – Drive and commitment to succeed, goal oriented.
- **Emotional Stability/Adaptability** – Ability to function effectively even when faced with uncertainty or stressful situations. Able to adjust as new information surfaces.
- **Emotional Intelligence** – Ability to empathize and understand the emotions and motivations that underlie human behavior, i.e., ‘reading people’ well, including a willingness to push beyond what is on the surface to get to root causes.
- **Accountability/Locus of Control** - Responsibility for one’s own success or failure.
- **Organization/Time Management** - Effective prioritization during unsupervised work.
- **Communication (oral and written)** - Ability to articulate well and be easily understood.
- **Connector** - Ability to build genuine connections with youth and adults from diverse racial, ethnic, socioeconomic and gender backgrounds

### Primary Job Responsibilities include but are not limited to:

- Coordinating with the Program Director and fellow Managers for the planning and delivery of program curriculum and activities; ensuring accurate measurements for intended program outcomes; working within a team for effective group management and positive participant experience.
- Working in a team at up to 2 youth garden sites, ensuring participants are safe, properly using equipment, engaged, and working cooperatively; working alongside youth to complete assigned tasks; taking initiative to lead and instruct as required
- Spearheading various program activities, including: garden tasks and projects, group discussions both in-person and virtual, team break-out sessions, business planning, team-building activities, community engagement and participant evaluations
- Maintain daily attendance records and support safety protocols
- Assist in the delivery of participant and caregiver communications
- Assisting in the collection and curation of content (photos, video, testimonials, and stories) for the development of Trellis program promotional materials
- Participating in program assessments and continuous quality improvement of programs. Ensuring data is collected and managed in accordance with policies.

### Qualifications:

- Undergraduate degree preferred
- Formal experience and comfort working with and directing teenagers
- A clear understanding youth development and behavior, especially that of teenagers, a strong grasp on SEL best practices and trauma-informed care
- Alignment with Trellis’ Core Values, including a commitment to equity and inclusion
- Knowledge of Microsoft Office applications

The Trellis for Tomorrow offices are in Phoenixville, and its youth programs are in Phoenixville, Spring City, and Pottstown. Applicants must have a valid PA’s driver’s license and a reliable vehicle. All employees are required to have current criminal and child abuse clearances.

**To apply, please send resume and cover letter to [jobs@trellis4tomorrow.org](mailto:jobs@trellis4tomorrow.org).  
Applications due by February 28, 2023.**