



Youth Program Manager

Based in Phoenixville, PA, Trellis for Tomorrow is a nonprofit that delivers experiential programs in organic gardening, environmental education, and food security that provide practical and behavioral life skills for youth and adults. Serving the greater Philadelphia area, our aim is to foster compassion and resilience in people and inspire them to build sustainable communities.

Our youth development programs provide a variety of learning and work experiences, entrepreneurial training, and structured leadership opportunities for teens and young adults. Trellis also offers programs that engage more than 20 local organizations and their constituents in impactful volunteer initiatives, and through the guided stewardship of organic gardens where food is grown and donated to neighbors in need. For more information and detail on our mission, values, and programs, please visit www.trellis4tomorrow.org.

The following job description is for a position within our Programs Team and will contribute substantively to the aims detailed above.

Job Description:

The Youth Program Manager position is a full-time, salaried position that reports to the Director of Programs and works collaboratively with the Programs Team. We are seeking qualified candidates with experience in – and a passion for – working with young people. The ideal candidate is a confident communicator capable of inspiring youth and coaching them to reach their highest potential, has strong organizational and managerial skills, and is able and willing to lead group efforts in a range of circumstances, environments, and conditions.

Trellis youth programs and initiatives:

- **SEED Skills** – our flagship summer program for youth ages 12-18; participants develop work and life skills while managing organic gardens and distributing food to neighbors.
- **Springboard** – a leadership development and training program for engaged graduates of the SEED Skills program.
- **SEED Leadership Track** – an ongoing initiative providing graduates of Springboard with meaningful mentorship and deployment opportunities.
- **GROW Careers** – our flagship internship program for young adults ages 16-28; participants receive workforce training and placement in paid internship with select businesses in the region.
- **GEMS** – Garden Education Modules for youth ages 4-11; offered episodically.
- **Garden CREWS** – On-site youth led garden initiatives at area middle and high schools.

The Youth Program Manager will be engaged at some level with all the above youth programs and initiatives, but the primary focus is on planning and implementation of our SEED Skills and Leadership programs. The Youth Program Manager will also be responsible for ongoing mentorship and training of youth leaders, and after-school programming and initiatives during the school year.



This role is a strong blend of in-office administrative and planning work, as well as hands-on field work. Field work takes place outdoors from early spring to late fall and this position will include work in inclement weather conditions. Opportunities for remote, at-home work will be limited, especially in the warmer months. Some weekend hours should be expected.

PRIMARY JOB RESPONSIBILITIES

- Planning, design, and delivery of curriculum and activities for SEED Skills, Springboard, the SEED Leadership track, and school year initiatives and projects.
- Management of SEED Skills youth programming and activities, including garden tasks and projects, group discussions both in-person and virtual, team break-out sessions, business planning, team-building activities, evaluations, and community engagement.
- Advancement of the SEED Leader Track initiative. Participant mentorship, cultivation or curation of personal and professional development materials, mentorship opportunities through external connection, relationship management of SEED Leaders and their caregivers; management of SEED Leader activities and initiatives.
- Management of youth participant and caregiver communications. Establish and maintain student contact with youth participants through various designated channels.
- Establish connections and pathways for new and returning youth in collaboration with other team members and programs.
- Development and coordination of youth alumni tracking and engagement activities with the goal of expanding and enhancing alumni engagement and continuing relationships.
- Ownership of youth development knowledge base including best practices in out of school time programming for adolescents, gathering information about current challenges and strategies for youth development, and innovative youth program ideas and approaches.
- Deliver assessments for relevant programs, ensure accurate measurements procedures are followed to demonstrate intended program outcomes, use results to drive improvements.
- Participate in garden installations, builds, plantings, and related activities as a contributed member of the Trellis programs team.

SKILL AND KNOWLEDGE REQUIREMENTS

- Undergraduate degree in a related or relevant field preferred.
- A minimum of 2 years experience, and high degree of comfort, working with/directing teens.
- A clear understanding youth development and behavior, especially that of teenagers, a strong grasp on SEL best practices, trauma-informed care, and conflict management
- Alignment with Trellis' Core Values, including a commitment to equity and inclusion.
- Demonstrated experience and comfort with working outdoors in all weather conditions; **garden/agricultural knowledge is a plus but not required.**



- Proficient with primary Microsoft Word, Excel, and PowerPoint and comfortable with learning new applications and utilizing technology.

CORE COMPETENCY REQUIREMENTS

- **Achievement Motivation** – Drive and commitment to succeed, goal oriented.
- **Emotional Stability/Adaptability** – Functions effectively even when faced with uncertainty or stressful situations. Able to adjust quickly and smoothly 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.
- **Charismatic Leadership** – Capacity to engage, coach, and inspire change in others.
- **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.

Salary Range: \$50,000 - \$55,000 depending on experience level

The Trellis for Tomorrow offices are located in Phoenixville and Pottstown, PA and its youth programs take place in Phoenixville, Spring City, and Pottstown. Travel between sites and offices is frequent and requires a personal vehicle. Two professional references are required; all employees are subject to FBI & State Criminal Background checks & Child Abuse History clearances. Applications including resume and cover letters can be sent to jobs@trellis4tomorrow.org.

Trellis for Tomorrow is an equal opportunity employer and makes all employment 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. For a full copy of Trellis's anti-harassment and discrimination policy, including grievance procedures, [please click here](#). Should you require a translation of this document into another language or an audio version, please call 610-886-4901.