



## Seasonal Program Assistant

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](http://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 Program Assistant is a seasonal, part time position that works alongside a Programs Site Lead running SEED Skills youth cohorts at our youth-led garden sites. 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 fewer hours in May and early June, ramping up to about 30 hours a week mid-June through mid-August. During the 8 weeks of program delivery, work hours will start at 7:30 AM. The Trellis for Tomorrow offices are in Phoenixville and Pottstown, and SEED Skills program locations are in Phoenixville, Spring City, and Pottstown.

Applicants must be able to provide their own transportation to and from garden sites and between Trellis offices. **All Trellis employees are required to have current criminal and child abuse clearances.**

### PRIMARY JOB RESPONSIBILITIES include but are not limited to:

- Support the Site Lead in leading 15-20 youth participants, ensuring participants are safe, properly using equipment, engaged, and working cooperatively alongside youth to complete assigned tasks; take initiative to lead and instruct as required
- Collaborate with the Site Lead in the planning, set-up, delivery, and clean-up of program activities, such as: garden tasks and projects, group discussions, cooking demonstrations, 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

### **SKILL AND KNOWLEDGE REQUIREMENTS:**

- Formal experience and comfort level working with/directing youth (teens)
- Demonstrated experience and comfort with working outdoors in all weather conditions; **garden/agricultural knowledge is a plus but not required.**
- Strong communication and leadership skills
- Capacity for creative problem solving and finding fun in challenging situations
- Attention to detail and strong organizational skills (for planning and recordkeeping)
- Ability to provide and receive honest, supportive feedback
- Ability to perform physical garden work/tasks (lifting/bending) outdoors in various conditions (hot, humid, rain, etc.) for long periods (6-7 hours)

### **CORE COMPETENCY REQUIREMENTS:**

- **Connector** - Ability to build genuine connections with youth and adults from diverse racial, ethnic, socioeconomic and gender backgrounds
- **Emotional Stability/Adaptability** - Ability to function effectively even when faced with uncertainty or stressful situations. Able to adjust as new information surfaces.
- **Communication (oral and written)** - Ability to articulate well and be easily understood.
- **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.
- **Achievement Motivation** - Drive and commitment to succeed, goal oriented.

Pay is hourly at \$16-\$18 an hour depending on experience level.

*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 [jobs@trellis4tomorrow.org](mailto:jobs@trellis4tomorrow.org) with the subject line "Seasonal Program Assistant". Applicants must provide at least two professional references**