



Job Title: Traveling Tree House Assistant

Department/Location: Alexandria Office / United Way Region / Outdoor Parks

Accountability: Executive Director / Impact & Engagement Manager

Date: March 2026

Status: Summer Part-time Casual

Hours: Monday–Friday, Summer-10 Weeks, 25-40 Hours

Traveling Tree House Summary: The Traveling Tree House is a mobile learning center that travels throughout the United Way region to bring summer learning to children for 10 weeks. Assistant will support the Teacher to provide instruction to children ages 3-11 in an outdoor learning environment throughout the summer (June -August). This position is a part-time casual position Monday through Friday requiring between 25 and 40 hours every week.

Qualifications: Interest or background in education and working with children. 1-3 years' experience in working with preschool/grade school children is preferred.

Primary Objective of the Position: Assist with a mobile learning center in developing programs/activities to maintain and strengthen children's learning during the summer months. Travel with the mobile learning center to various sites across the region throughout the ten-week programming period (final site and number of locations to be determined). Engage and interact with children to create a safe learning environment.

Required:

- Enthusiasm for teaching and learning
- Ability to meet physical requirements including but not limited to standing, walking, stooping, kneeling, etc. for extended periods of time to lead activities with children. Ability to lift 25-30lbs
- Ability to be flexible to changing environmental conditions – rain, sun/heat.
- Ability to ride in the Traveling Tree House van to various sites to provide programming across the region.

Job Duties:

1. Present programming as planned by Traveling Tree House Teachers.
2. Travel in the mobile learning center to scheduled sites throughout the week (TBD).
3. Aid in the development of appropriate lesson plans and their implementation.
4. Create and maintain a positive environment allowing for each child's individual needs.
5. Work directly with children in the context of the program plan.
6. Help lead and facilitate a learning program that will result in eager participation from youth.
7. Observe children's behavior and development. Plan modifications to meet children's needs.
8. Collaborate to ensure efficient and effective site operations.
9. Understand and implement appropriate documentation processes.
10. Aid in the maintenance of a safe, healthy learning environment in the mobile learning center.
11. Develop family and community partnerships.
12. Be familiar with community resources and collaborate with other organizations when possible.
13. Implement ongoing outreach and recruitment to ensure full involvement of children.
14. Distribute snacks and books to attending children.
15. All other duties as assigned by supervisor.