



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

AREA DIRECTOR JOB DESCRIPTION

JOB TITLE: Area Director

DEPARTMENT: Outreach

REPORTS TO: Vice President Outreach

STATUS: Full-time (40 hours)

CLASSIFICATION: Exempt

WORK HOURS: Flexibility to work daytime and evening hours

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The Area Director leads an assigned TreeHouse site, managing a team of volunteers and staff to meet the TreeHouse mission, goals and outcomes for teens. Ensures excellence in youth programming, while developing community partnerships and resources to sustain and grow the mission.

ESSENTIAL JOB FUNCTIONS

SPIRITUAL LEADERSHIP

- Provide spiritual leadership to outreach volunteer and staff team by setting the tone and leading by example
- Function as a member of the TreeHouse ADvance Team in overseeing, developing and refining the full TreeHouse youth outreach program and staff team; shape the spiritual climate as a member of this team

VOLUNTEER & STAFF DEVELOPMENT

- Develop a working climate in which staff and volunteers are motivated to achieve their full potential; demonstrate by personal example the desired standards of conduct and work performance
- Train and develop volunteers and staff, providing consistent support and feedback to ensure TreeHouse values and culture are shared
- Provide on-site supervision of outreach staff, interns, and volunteers' program activities, youth mentoring, time management, and other responsibilities
- Delegate responsibilities to staff and volunteers as appropriate for their level of competence to further cultivate their skills and maintain accountability for their assigned work
- Evaluate the effectiveness of outreach staff in program responsibilities on a continuing basis and deliver annual performance reviews

COMMUNITY ENGAGEMENT

- Cultivate and maintain intentional relationships with schools, social workers, courts, probation officers, pastors, parents, etc.; coordinate recruiting of area youth through consistent follow-up of referrals from these sources
- Serve as key TreeHouse representative to community agencies, civic groups, community members, etc.; coordinate staff team to assist in giving presentations and inviting partnership as applicable
- Assist in recruiting and retaining a network of volunteers needed to support the overall mission of your site, including direct service to youth (e.g. program, mentoring) and support services (e.g. meals, CDT)
- Support fundraising and awareness efforts by engaging community partners and personal network to attend TreeHouse fundraising events
- Identify and help coach teen and alumni speakers for fundraising and awareness events
- Support the efforts of the Community Development Team (CDT) by
 - Attending CDT meetings to inspire and update CDT with youth outreach activities and current stories and to share immediate and long term needs they could help meet
 - Meeting consistently with CDT chair and Community Engagement Manager/Director of Community Advancement

PROGRAM MANAGEMENT

- Oversee planning and organizing program activities for assigned site; collaborate with Vice President(s) of Outreach to set and implement goals for local ministry, including recruiting and retaining participants, consistently serving a broad range of participants, providing safe and effective environment and content for all programs
- Assign careloads of teens to self, staff, and volunteers and ensure teens receive consistent mentoring and support
- Lead/participate in weekly programs, trips and activities
- Drive a 12-passenger van to transport teens to and from all TreeHouse programs
- Ensure that safety is being properly administered during youth programming
- Accurately and promptly track youth data and staff outreach work
- Submit administrative work to supervisor in a timely manner (e.g. financial reports, time sheets, PTO requests)
- Oversee routine maintenance of vehicles, facility, etc. Report major problems to the Van & Facilities Coordinator
- Manage site budget in partnership with main office accounting, including program, personal ministry, and staff fundraising expenses, trip & activity costs, and local scholarship funds

FUNDRAISING

- Cultivate and maintain a team of ministry partners who support the work of the assigned TreeHouse site financially and in prayer; encourage others to invest in their opportunity to reach youth in need of hope
- Participate in and assist with fundraising events for the broader TreeHouse organization
- Coordinate fundraising opportunities for teens to earn scholarship money for trips and activities

Perform other duties and responsibilities as assigned.

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Bachelor's degree, preferably in Social Work, Psychology, Education, Youth Ministry or related field (exceptions will be considered)
- Three or more years of program and/or staff management experience; demonstrated success in providing direct service to youth facing struggles
- Ability to recruit and develop volunteers to work with teens and in the community
- Willing to raise funds for the organization through personal network, training provided
- Strong interpersonal skills; ability to work with individuals at all levels of the organization
- Self-motivated with ability to meet deadlines independently and as part of a team
- Ability to forge positive working relationships with a wide variety of people
- Desire to continue learning and improving skill sets
- Excellent written and verbal communication skills
- Sound judgment and confidentiality
- Valid driver's license, auto insurance, 5+ years' driving experience to meet TH insurance provider requirements