



# TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

## YOUTH OUTREACH ASSOCIATE

JOB TITLE: Youth Outreach Associate

DEPARTMENT: Outreach

REPORTS TO: Area Director

STATUS: Full-time (40 hours)

CLASSIFICATION: Exempt

WORK HOURS: Flexibility to work daytime and evening hours

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## 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 Youth Outreach Associate, alongside other staff and volunteers, supports, mentors, teaches, and encourages teens through TreeHouse programs and one-to-one relationships, while sharing the living hope of Jesus Christ and helping teens realize their untold potential.

## ESSENTIAL JOB FUNCTIONS

### TEEN MENTORING

- Recruit and maintain a careload of 20-30 teens in their assigned community
- Meet regularly with careload teens for mentoring and spiritual development
- Coach and encourage local volunteer mentors who assist with careload mentoring
- Help teens manage personal and family crises, including networking with outside professionals and law enforcement as needed

### YOUTH OUTREACH PROGRAMS

- As part of a staff team, plan, prepare and set goals for area programs, trips, and activities, ensuring safety and effectiveness in each setting

- Facilitate weekly support groups, providing teens a safe environment to experience peer and adult support
- Co-lead weekly Connect programs, including teaching spiritual and asset-based concepts, leading games, facilitating discussion groups, and having fun with teens in a large group setting
- Lead trips and activities, providing opportunities for teens to have fun, learn about themselves, put their life skills into action, and connect with God and others in a deeper way
- Drive a 12-passenger van to transport teens to and from TreeHouse programs

#### COMMUNITY ENGAGEMENT

- Visit area schools regularly to recruit new participants, connect with and advocate for current participants, and build relationships with school administrators and staff
- Build and maintain relationships with social service providers in the area, seeking new participant referrals and connecting our teens and their families to needed resources

#### FUNDRAISING

- Assist the staff team with community-based fundraising efforts to achieve area funding goal
- Cultivate and maintain a team of ministry partners who support the work of the assigned site financially and in prayer

#### ADMINISTRATIVE TASKS

- Accurately prepare and submit area and individual youth outreach activity data, timesheets and expense reports through provided reporting systems in a timely manner

Perform other duties and responsibilities as assigned

#### QUALIFICATIONS

- Significant experience working with youth, in volunteer or employment capacity
- Bachelor's degree, preferably in Social Work, Psychology, Education, Youth Ministry or related field (exceptions will be considered)
- Valid driver's license, auto insurance, 5+ years' driving experience to meet TreeHouse insurance provider requirements
- 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
- Strong interpersonal skills; ability to forge positive working relationships with a wide variety of people
- Self-motivated with ability to meet deadlines independently and as part of a team
- Excellent written and verbal communication skills
- Sound judgment and confidentiality