



# TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

## **PROGRAM MANAGER – Bloomington/Richfield**

JOB TITLE: Program Manager

DEPARTMENT: Directly Operated Sites

REPORTS TO: Area Director

STATUS: Full-time (40 hours)

CLASSIFICATION: Exempt

WORK HOURS: Flexibility to work daytime and evening hours and occasional weekends

LOCATION: Bloomington, MN

BENEFITS: Competitive benefit package including salary of \$50,000+ and professional development

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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 resiliency, form healthy relationships, establish positive coping skills, and actively plan for their futures. Transformation happens from the inside out as teens come to believe they are lovable, capable, and worthwhile. Our vision is for every teen to be rooted in the living hope of Jesus—unleashing untold potential in themselves and their communities.

TreeHouse culture includes a strong commitment to diversity, equity and inclusion (DEI), and staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment). Both determine how we build healthy relationships with diverse populations of teens, alumni, donors, colleagues, volunteers, network sites, and the general public. TreeHouse is growing to lead the nation as a training and equipping organization, currently serving more than 3,000 teens annually across more than 50 sites in 10 states

### **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 Program Manager ensures excellence in teen programming at an assigned TreeHouse site. Executes the program strategies set by the Area Director and TreeHouse leadership for site volunteers and staff to effectively serve teens, sharing the living hope of Jesus Christ and helping teens realize their untold potential.

The ideal candidate possesses proven skills in effectively planning and executing programming for teens, with a passion to develop people and systems.

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Key characteristics include confidence in handling teen crises and discipline, a consistent and steady presence to maintain the health of group culture, ability to coordinate volunteers and delegate tasks, and the professionalism to sustain key relationships with school staff and others who serve teens.

## ESSENTIAL JOB FUNCTIONS

### PROGRAM MANAGEMENT

- Provide spiritual leadership to volunteer and staff team by setting the tone and leading by example
- In collaboration with site staff and volunteers, plan and organize program activities for assigned site; in alignment with outreach strategic direction, set goals for programs, trips, and activities
- Ensure safety and effectiveness of each program setting, competently addressing conflicts and issues that arise with teens, with the support of Area Director and TreeHouse leadership
- Lead and coach a team of volunteers and staff during weekly programs, trips and activities, while participating fully in programming
  - Facilitate highly effective weekly support groups, providing teens a safe environment to experience peer and adult support
  - Co-lead bi-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
  - Ensure the successful delivery of the TreeHouse teen curriculum in all program settings
  - 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
- Ensure accuracy and timeliness of teen and community data tracking, administrative work, and basic vehicle maintenance as assigned

### VOLUNTEER MANAGEMENT

- In collaboration with Area Director, delegate responsibilities to volunteers and staff as appropriate for their level of competence while leading by example in program settings
- Coordinate volunteer onboarding and ensure management processes are followed; in collaboration with Area Director, supervise and develop volunteers in various direct service roles

### TEEN MENTORING

- In collaboration with Area Director, assign careloads of teens to staff and volunteers, and ensure teens receive consistent mentoring and support in safe environments
- Recruit and maintain a careload of teens in assigned community to meet goals set by supervisor; Meet regularly with careload teens for mentoring and spiritual development
- Supervise, coach and encourage local volunteer mentors who assist with careload mentoring
- Help teens manage personal and family crises, including networking with outside professionals and resources as needed

## COMMUNITY ENGAGEMENT

- Visit area schools regularly to recruit new teens, connect with and advocate for current participants, meet strategic objectives, and maintain relationships with school administrators and staff
- In collaboration with Area Director, 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; provide consistent follow-up of referrals from these sources
- Support the fundraising and awareness efforts of the TreeHouse Community Engagement staff and local volunteer Community Engagement Team (CET) by engaging community partners and personal network in TreeHouse fundraising events and other strategic opportunities
  - Cultivate and maintain a team of ministry partners who support the work of the assigned site financially and in prayer
- 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
- Three or more years of program or ministry experience; demonstrated success in providing direct service to youth facing struggles
- 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
- 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
- Ability to manage changing priorities with a positive, collaborative attitude
- Self-motivated with ability to meet deadlines independently and as part of a team
- Excellent written and verbal communication skills
- Sound judgment and confidentiality

## COMPENSATION

- This full time, salaried position pays \$50,000+ annually depending on experience and qualifications. TreeHouse's comprehensive benefits package for full-time employees includes; medical, dental, vision, life insurance, short-term and long-term disability, retirement plan, paid time off and employee assistance program.

If you are interested in applying for this position, please visit; [www.TreeHouseHope.org/careers](http://www.TreeHouseHope.org/careers)  
Position is open until filled.