



TREEHOUSE

UNLEASHING HOPE IN TEENS EVERYWHERE

SITE DIRECTOR

DEPARTMENT: Training Sites

REPORTS TO: Training & Coaching Staff

LOCATION: Minnetonka TreeHouse Site

STATUS: Full-time (40 hours)

CLASSIFICATION: Exempt

WORK HOURS: Monday - Friday flexible schedule, 1-2 evenings/week (Tues/Thurs), weekend teen retreats or activities and community engagement events several times/year

BENEFITS: Competitive benefit package and professional development opportunities

ABOUT TREEHOUSE

TreeHouse is on a mission to unleash hope in teens everywhere. Through safe, grace-based environments and one-to-one mentoring, teens build resilience, 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 intercultural ministry, and staff are grounded in our core values (Christ-Centered, Relational, Cultivate, Resilient, Driven, and Multicultural). These things 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 in the area of mental health informed youth ministry.

TreeHouse values diversity in the workplace, we take pride in hiring a variety of candidates.

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 Site Director leads an assigned TreeHouse training site, managing a team of volunteers, interns, and staff to meet the TreeHouse mission, goals and outcomes for teens both in and out of schools.

They use TreeHouse systems, tools, content and curriculum to ensure their staff, interns, and volunteers are trained and equipped to run TreeHouse programs with excellence. As part of a training

and equipping organization, helps develop and refine TreeHouse's offerings to the broader TreeHouse Network.

They work to develop and maintain teen and volunteer recruiting pipelines and partnerships with their host church and other local organizations to ensure teens are given opportunities beyond specific TreeHouse programs.

The ideal candidate possesses a growth mindset and passion for TreeHouse's vision. Has a proven ability to lead and manage people and execute effective teen programming. Demonstrates the drive to engage and enlist a broad range of potential and current community stakeholders, connecting adults and teens to the mission.

ESSENTIAL JOB FUNCTIONS

Spiritual Leadership

- Provide spiritual leadership to volunteer, intern, and staff team by setting the tone and leading by example
- Help shape the spiritual climate of the organization as a leader within the larger team

Community Engagement

- Build and maintain strong partnerships with local churches—especially the site's host church—to provide additional Christian resources to teens.
- Build, maintain and ensure consistent follow up with teen referral pipelines through relationships with schools, churches, courts, and local leaders, etc.
- Deliver in-school programming to support teen outreach and awareness
- Recruit and support volunteers with help from the Volunteer Engagement Manager
- Represent TreeHouse at community events, info tables, and awareness efforts as needed
- Support fundraising efforts in partnership with Development staff, including local grants, presentations, donor relationships and events.
- Secure donations to cover the cost of all trips and activities in addition to teen fees and teen fundraising efforts

Volunteer, Intern, & Staff Development

- Cultivate a culture where team members live out TreeHouse values and achieve their full potential.
- Train, coach, and supervise volunteers and interns using provided training pathways and tools.
- Assign roles, delegate responsibilities, and provide ongoing feedback to staff, volunteers, and interns.
- Support recruitment and onboarding of volunteers and interns in collaboration with Volunteer Engagement Manager

Site Administration

- Lead site to track and attain TreeHouse goals related to teen outcomes, and program metrics
- Ensure accurate and timely data entry, communication, and budget management
- Manage site expense budget for teen programming, mentoring, trips & activities, and volunteer engagement
- Use TreeHouse communication tools and systems to ensure timely and accurate meeting scheduling (calendar), email and phone communications

- Coordinate site logistics, including administrative tasks and maintenance of site vehicles
- Create teen fundraising opportunities to help cover costs for trips and activities

Program Management

- Collaborate on systems and strategies for delivering quality programming at your site
- In collaboration with the Program Manager, plan and lead weekly programs, trips, and teen activities
- Oversee mentoring assignments to ensure teen have safe and consistent mentoring opportunities
- Maintain a small careload of teens maintain skills and empathy as a trainer and coach of others

All Staff

- As part of the TreeHouse staff team, participate in department and staff meetings, trainings, and outings; collaborate with and assist other departments to help advance the mission
- Attend and participate in all TreeHouse sponsored events
- Work with Google Workspace and Salesforce on a regular basis
- 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
- Three or more years of program, ministry, and/or staff and volunteer management experience; demonstrated success in providing direct service to youth facing struggles
- Valid driver's license, auto insurance, 5+ years' driving experience to meet TH insurance provider requirements
- Strong interpersonal skills (emotional intelligence) and the ability to be highly adaptable, forging positive working relationships with a wide variety of people in a non-profit environment
- 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 understanding of confidentiality

PREFERRED

- Bachelor's degree, preferably in Social Work, Psychology, Education, Youth Ministry or related field

COMPENSATION

- This full time, salaried position pays \$60,000+ 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. Position is open until filled.