



PROGRAM MANAGER

DEPARTMENT: Training Sites

REPORTS TO: Site Director

LOCATION: Minnetonka, MN

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

SALARY RANGE: \$50,000+

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 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 intercultural ministry, and staff are grounded in our core values (Christ-Centered, Relational, Cultivate, Resilient, Driven and Multi-Cultural). 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 Program Manager works alongside a Site Director to ensure excellence in teen programming at an assigned TreeHouse training site to meet the TreeHouse mission, goals, and outcomes for teens.

Coordinates and helps equip volunteers and interns for mentoring and programs both in and out of schools.

Executes the training site strategies set by TreeHouse leadership for volunteers, interns, 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, both in front of a group and behind the scenes, with a passion to develop people and systems.

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 intern team by setting the tone and leading by example
- In collaboration with site staff, volunteers, and interns, plan and organize program activities for assigned site, in alignment with site and organizational goals
- Ensure safety and effectiveness of each program setting, competently addressing conflicts and issues that arise with teens, with the support of Site Director and TreeHouse leadership
- Lead and coach a team of volunteers and interns 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
 - Lead faith-focused Connect programs, including teaching spiritual and asset-based concepts using the TreeHouse curriculum, 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 12-15 passenger van to transport teens to and from TreeHouse programs

VOLUNTEER & INTERN MANAGEMENT

- In collaboration with Site Director, delegate responsibilities to volunteers and interns as appropriate for their level of competence while leading by example in program settings
- Coordinate volunteer onboarding and ensure management processes are followed using TreeHouse systems and tools
- In collaboration with Site Director, supervise and develop volunteers in various direct service roles
 - Observe volunteers and interns in various roles and provide feedback using the forms and formats provided by TreeHouse leadership

TEEN MENTORING

- In collaboration with Site Director, assign careloads of teens to volunteers and interns, and ensure teens receive consistent mentoring and support in safe environments
- 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 site volunteers who are mentoring teens
- 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, run in-school TreeHouse programming, connect with and advocate for current participants, and maintain relationships with school administrators and staff
- In collaboration with Site 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

FUNDRAISING

- Engage current and potential community donors through TreeHouse fundraising campaigns and events as directed by Development staff (e.g. Women of Hope, year end ask, Circle of Hope)
- Assist Site Director in providing fundraising opportunities for teens to earn scholarship money for trips and activities

ADMINISTRATION

- Ensure accuracy and timeliness of teen and program database entries, administrative work, and basic vehicle maintenance as assigned
- Use TreeHouse communication tools and systems to ensure timely and accurate meeting scheduling (calendar), email and phone communications

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
- Two or more years of program or ministry 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 Christian Ministry, Social Work, Psychology, Education, or related field
- TreeHouse Internship

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 TreeHouseHope.org/careers.
Position is open until filled.