



## JOB DESCRIPTION:

### TreeHouse Program Director



<b>Position:</b> TreeHouse Program Director	<b>Reports To:</b> Dir of Employee Engagement
<b>Classification:</b> Full Time Exempt	<b>Wage Rate:</b> \$22-25/hour DOQ
	<b>Revised:</b> October 2024

**Mobile Hope** is a growing non-profit organization that seeks to build relationships, hope and a culture of achievement within mobile home communities through education, healthy activities, resource connections and faith development. For more information visit [www.mobilehopemn.org](http://www.mobilehopemn.org).

**The TreeHouse Program Director** provides leadership to the delivery of the TreeHouse youth program and services, including Connect youth nights, peer support groups, and one-on-one mentoring to the teens within the mobile home park and surrounding communities. 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.

#### **What we are looking for**

Mobile Hope is seeking a TreeHouse program director to develop and lead programming at our site in Blaine, MN. Key characteristics include a self-motivated individual, high initiative, the desire to build the TreeHouse model in a unique environment, and the ability to influence and inspire others to invest their time, heart, and resources to come alongside TreeHouse teens. Essential attributes include spiritual maturity, a heart for teens, an unflappable demeanor, and the proven ability to manage people and programs. Training will be provided by a collaborative and passionate team. All Mobile Hope Staff have the responsibility to maintain a healthy faith relationship with God, maintain their marriage/family as a priority, be a person of integrity and good moral standing consistent with the teachings of scripture, and participate in a local church of their choosing.

#### **Job Responsibilities:**

- Oversee the planning and delivery of programs and activities for 8<sup>th</sup>-12<sup>th</sup> grade students at your site/area in accordance with the TreeHouse model, including Connect groups, Peer Support Groups, One-on-one mentoring, trips, and additional activities.
- Recruitment and training of volunteers necessary for programs and students desiring mentors.
- Oversee, manage and coach volunteers at TreeHouse events and activities.
- Build trusted relationships with teens within your service area and inviting them to participate in TreeHouse and other appropriate Mobile Hope activities through the year.
- Meet regularly with youth participating in the TreeHouse program for one-on-one mentoring activities, building trusted relationships, and modeling a healthy and positive lifestyle of integrity.

- Maintain strong communication with youth and parents/guardians of youth within the program.
- Planning and delivery of weekly youth talks based on the TreeHouse curriculum for both Connect groups and Peer Support Groups.
- Provide facilitation and support for Peer Support Group gatherings.
- Develop a good working relationship with the local schools, social workers, courts, probation officers, pastors, parents, etc; recruiting area youth through consistent referrals from these sources.
- Track, gather, and report necessary data for evaluation of the effectiveness of all programs on a consistent basis.
- Lead, participate, and ensure the safety of youth and volunteers at all events and activities.
- Set up, tear down, maintaining, and care of program space/buildings.
- Execution and monitoring of Mobile Hope policy requirements for staff and volunteers.
- Cultivate and maintain a team of ministry supporters equivalent to 50% anticipated salary with training and support from staff.
- Other duties as assigned.

#### **Skills and Abilities Needed:**

- Planning, organizational, and collaborative skills.
- Ability to work well with a variety of ages, personalities, cultures, and backgrounds.
- Ability to speak in public and teach/lead large group meetings.
- Excellent organization and communications skills essential.
- Individual should be self-motivated and able to work effectively independently as well as a member of a team.
- Knowledge and ability to use applicable technology and systems to meet work needs (such as Google docs, Microsoft office, social media, and web tools).
- Ability to work successfully with a wide variety of constituents including donors, board members, volunteers, and those served by the organization.
- High levels of integrity, trustworthiness, flexibility, compassion, and humor are necessary.
- Strengths in the character traits of compassion, flexibility, honesty, integrity, and patience.

#### **Education:**

- Bachelor's Degree (B.A or B.S.) in Youth Ministry, Social Work, Education, or a related field and at least 3 years of related experience preferred.

#### **Qualifications:**

- 3 or more years of experience providing direct service to at-risk youth.
- Demonstrated success in providing leadership to staff or volunteers.
- Spanish language speaker desired, but not required.
- Strong interpersonal communication skills – written and oral.
- Valid drivers license, auto insurance, and 5+ years driving experience.
- A deep personal faith in Jesus Christ.