## TreeHouse_Logo_Horiz_Tagline_BlackAffiliate of Memorial Drive Bible Fellowship

## Askov, MN

**Role, Responsibilities, and Expectations**

**Position Title:** Sandstone Affiliate Area Director

**Accountable to:** Chair of Area Governing Board & TreeHouse VP of Outreach & Community Engagement

**Primary Objective of Position:**

To provide leadership in managing TreeHouse staff and volunteers, delivering youth program services in assigned area, and maintain ongoing duties with program participants. Demeanor is a crucial aspect of this position. The position requires a person with sincere interest in the mission of TreeHouse and the intentionality of the Four Goals. Though the TreeHouse environment is informal, this position requires a highly professional demeanor, high intentionality, quality work and individual initiative.

**Major Responsibilities:**

* To produce the Four Goals with Teens, who are our clients.
* Develop world-class Support Groups, Going Deeper programs, activities, and trips
* Develop a world-class staff – paid and volunteer staff
* Discreet and prompt handling of confidential information; creating a safe environment
* Lead and participate in brainstorming sessions for various initiatives
* Lead the functional formation of the Community Development Team
* Assist with development and preparation of budgets
* Assist with other company event meeting planning as needed
* Attend company-sponsored events and accept other community invitations as appropriate
* Travel on organizational business if requested/required
* Keep Tuesdays and Thursdays evenings available to focus on teens, families and staff

**Key Accountabilities:**

(General TreeHouse Staff Requirement: Responsibility to maintain a life of faith in God, to meet the needs of family, and to function as a member of good standing in a local church.)

**Top Five Key Accountabilities:**

1. Oversees TreeHouse program effectiveness:

Oversees planning and organizing program and project activities for assigned area; collaborates with Director of Outreach to help set and implement goals for area ministry which includes trips, activities, weekly meetings, recruiting, Going Deeper content, support groups, number of participants, etc.

1. Staff Developer, teacher, and coach:

a. Provides teaching, coaching, feedback, and supervision for area outreach staff and volunteers in carrying out Support Group, Going Deeper, growth groups, student leadership program, trips, activities, and one-to-one mentoring times with teens.

b. Assigns responsibilities for staff and volunteers; manages workday schedules, trains and supports volunteers on site. Serves as resource person to staff and volunteers.

c. Develops a working climate in which assigned staff and volunteers are motivated to achieve their full potential; demonstrates by personal example the desired standards of conduct and work performance.

d. Evaluates the effectiveness of area outreach staff and volunteer staff regarding following the TreeHouse Way/Program delivery on a continuing basis and delivers periodic performance reviews.

1. Community Relationship Developer.

Coordinates public relations duties by serving as key TreeHouse representative to community agencies primarily as it relates to program; maintains relationships with courts, probation officers, pastors, schools, parents, etc.; coordinates recruiting of area youth through follow up of referrals from these sources.

1. Fundraising as a Ministry (see book by ) Must be skilled and instrumental in raising corporate friends and funds for TreeHouse budget through personal network (training provided) and through local networking and relationship building with local donors, businesses and actively serving/leading on fundraising committees, and encourages others to invest in his/her opportunity to reach troubled youth. A goal is to generate 50% of annual income within timeline agreed upon from personal network of supporters committed to the Area Director and his/her success.
2. Communication.

a. Communicates with ministry partners through timely newsletters, area church updates, and church visits.

b. Develops a strong community prayer support base, and communicates prayer needs for ministry.

**Other Key Accountabilities:**

1. Evaluates the effectiveness of the Affiliate TreeHouse programs and attainment of the TreeHouse four primary goals by measuring/comparing to the corporate benchmark metrics, and reporting those metrics to the Board of Directors periodically.
2. Is accountable and committed to personal and professional growth by continuing education, etc.
3. Leads/Participates in trips and activities.
4. Maintains appropriate personal care load, and follows up with proper assigned careload of all staff.
5. Accurately prepares and submits area and individual activity reports, youth data collection forms, and financial reports to supervisor in a timely manner.
6. Ascertains that safety is being properly administered during youth programming.
7. Provides on-site supervision for all interns (college, summer, etc.) including but not limited to their training, direction, mentoring, accountability, and support.
8. Oversees routine maintenance of facilities and area equipment, including vehicles, tents, trailers, etc. Reports major problems to the Facilities & Maintenance Supervisor.
9. Functions as member of the TreeHouse community Development Team in overseeing, developing and refining the full TreeHouse outreach for youth and families.
10. Attends regularly provided ongoing training for outreach staff and volunteers to continually sharpen skills.
11. Performs other duties and responsibilities as assigned.

***Expectations:***

1. To do TreeHouse the TreeHouse Way. Develop a strong knowledge of the all the resources and training of the TreeHouse Way.
2. To be emotionally strong, and experienced in establishing healthy relationship boundaries with the ability to disconnect from, and keep emotional distance from the pain and challenges of a hurting teen and family ministry. This requires strong Emotional Quotient, and ability to become an observer of pain, but not emotionally participate in the hurting teen and family circumstances.
3. Be a strong influencer consistent with Ministry Vision, Mission and Values and personally affect and challenge others’ actions, behavior, decisions, opinions and thinking.
4. Is a good, trusted steward of all assets and resources trusted to your management.
5. Consistently exemplify the ability to “juggle many balls at one time” without undue stress or frustration.
6. Ability to create and maintain an environment that provides associates with a positive and trusted climate that fosters and recognizes results.
7. Agility; able to adjust to and work with a variety of communication, personality and management styles.
8. Willingness and ability to be a trusted advisor as well as support person, encouraging to all staff.
9. Persistence is always expected with a positive attitude.
10. Maintain a professional appearance and demeanor.
11. Complete utilization of E-Tapestry, and other organizational training tools, and software

**Qualifications:**

1. Bachelor's Degree, preferably in Social Work, Psychology, Education, Youth Ministry or related field
2. Three or more years of program and/or staff management experience
3. Demonstrated success in providing direct service to at-risk youth
4. Strong interpersonal communication skills
5. Leadership skills
6. Demonstrates strong initiative
7. Well organized administrator
8. Team player
9. Reliable, honest and dependable
10. Has deep personal faith