

ROLE DESCRIPTION | Teen Concentric Program Leader

TITLE | Teen Concentric Leader

REPORTS TO | Concentric Director

COMMITMENT | 12 months, 8 hours on average per week

COMPENSATION | Stipend of \$450/month



OVERVIEW

The role of the Teen Concentric Leader, in cooperation with the Concentric Director and entire Treetops Team is to further Treetops Collective mission by:

- Providing leadership to the New American (NA) Community through holistic engagement, resource and opportunity connections, and deep relationship that leads to the achievement of specific goals communicated by the program participants
- Grow in leadership through professional development in order to activate sustainable community impact
- Increase sense of belonging and connectedness to their new community through the fostering of new relationships, both cross-cultural and within their particular cultural community

RESPONSIBILITIES

- Complete 2-months comprehensive Community Care training program
- Identify and Recruit 7-10 NA high school girls to be your cohort and focus, to closely walk alongside for a 9 month period, engaging in deep and meaningful Community Care following up on goals, interests and service/opportunity gaps
- Facilitate both Community Needs and Skills/Assets assessments for teen cohort
- Conduct Pre and Post Program Surveys with your Community Cohort
- Bi-monthly workshop planning, organizing and leading
- Minimum of 4 household check-ins per week (meet with all cohort members at least twice per month)
- Share resources and conduct phone check-ins with all cohort members monthly
- Record case notes accurately and consistently to ensure reporting excellence
- Maintain accurate records of care provided and services/resources connected to
- Attend monthly meetings with Concentric Director and entire cohort
- Report monthly on resources and connections made within your Community Cohort
- Proactively maintain a spreadsheet of New American member info, keeping it accurate and helpful for other Treetops team members.
- Stay informed and up to date on community resources and opportunities within wider community, and contribute regularly to your Concentric Leader Team
- Contribute to strategy and implementation of measuring program goals
- Uphold Treetops Collective values and contribute to healthy culture
- Prompt communication alerts of potential emergencies/crises to Concentric Director

DESIRED SKILLS & REQUIREMENTS

- Fluent in English and one of the following languages; Kinyarwanda, Swahili, Nepali, Spanish, Arabic or Somali.
- Comfortable speaking with new people, warm demeanor and ability to connect personally
- Highly responsible and able to work autonomously while being accountable for results
- Proven leadership capacity and experience leveraging relationships for impact
- Must maintain transportation, phone, and laptop computer to perform duties
- Excellent and timely communication skills
- Familiarity with OR Willingness to fully learn and utilize all tools--Slack, Gmail, Google Drive, etc.
- Belief in your capacity to influence community change

PROGRAM BENEFITS - PROFESSIONAL DEVELOPMENT/ CONTINUING EDUCATION

- Experience in Project Development and Management
- Training on Mental Health
- Networking with multiple agencies, organizations and stakeholders within the community
- Human Centered Design program focus
- Asset-Based Community Development experience
- Fundraising exposure
- Future Career Planning and Resume Refining

To apply please fill out this [FORM](#) and contact Shadia with any questions.

Contact Person: shadia@treetopscollective.org

Updated 7.29.20