

Teen Girls Ministry Coordinator

Full-Time Salary Position

Health Care Coverage & Mental Health Care Benefits

Job Summary:

Oak Tree is a Gospel Centered, Trauma Informed, Community Development organization that provides and connects its neighbors to spiritual and practical resources and services. Each OTM team member must have a heart to see God's peace come to God's people in Marks Village.

The Teen Girls Coordinator will plan and implement programs for our middle and high school students while focusing on discipleship and leadership development of the youth. As part of a small staff and volunteer team, the candidate will work closely with other team members to accomplish the overall mission of the ministry, while focusing most of their time on our tween & teen population. Examples of collaboration across ministry focus areas are: involvement in large community events, family support, assisting in other programs when volunteers are low, etc.

The Teen Girls Coordinator reports to the Director of Operations and will work closely with the Teen Boys Coordinator.

Essential Duties:

- Plan, implement, and oversee all programs and ministry opportunities for middle and high school girls in Marks Village.
- Connect with other organizations to find opportunities for the girls to have new experiences, as well as with their local schools (Putnam Middle and Woodlawn High). Support students and strengthen relationships by regular presence in their school communities.
- Mentor teen girls as they grow to be leaders in their community, and disciple girls who desire to follow Jesus.
- Get to know the girls and their families, and be a present friend in the community.
- Recruit, equip, and lead committed volunteers to help in programs, discipleship, and mentorship.

- Assist with YouLead, our youth & young adult workforce development program. Support YouLead cohort recruitment, planning, programming, and cohort member needs.
- Coordinate and grow teen girls job opportunities at Oak Tree.
- Assist with ministry-wide special events, and engage teen girls' involvement in those events when appropriate.

Physical and Environmental Standards:

- You will be driving students in Oak Tree vehicles. Must be a licensed driver with a clean driving record.
- Able to share office space with colleagues.
- Able to work occasional nights and weekends for special events.

Minimum Requirements:

- Student ministry or teaching experience.
- Must be a follower of Jesus and comfortable teaching biblical truth. Eager to make disciples and follow a biblical pattern for doing so.
- Experience working with children or teenagers from hard places, including experience with, or willingness to learn, trauma-informed practices.
- Humble, teachable, and with a willingness to learn and grow with the girls, both professionally and personally.
- Clear communication skills, both written and verbal, and prepared to work through cross-cultural miscommunication with patience and grace.
- Creativity and flexibility to adapt to a changing environment and handle multiple priorities at once.
- Proficient with basic technology (computers, tablets, projectors).
- Show attention to detail and ability to coordinate large events.
- Strong self-driven initiative.
- Good relational skills and comfortable connecting with teens and parents.
- Endurance to walk alongside teens in difficult circumstances, with a commitment to be loyal to them and honor their stories.