



teen lifeline
life lived better

Teenaged Parent Site Coordinator Job Description

Teen Lifeline works with local school districts and churches to identify teenaged parents in need of support as they deal with the ups and downs of life and young parenthood. These groups of teenaged parents will meet on a monthly basis at The Hills NRH campus and other potential locations. A trained Site Coordinator will be responsible for the monthly meetings and all of the logistics leading up to it.

Gifts operating in this role:

Administration, Exhortation, Service/Helps, Mercy

Qualifications for this role:

- Ability to motivate other volunteers to work together and assist the teenaged parents
- Desire to recruit additional volunteers to assist with the teenaged parent meetings
- Flexible and willing to communicate with others
- Ability to follow through with tasks and deadline and encourage others to do the same
- Have the time, skills, and willingness to serve and lead a team of other volunteers

Expectations of the Site Coordinator:

- Make sure that the monthly Teen Parent meetings are ready and organized each month by coordinating volunteers, securing a meeting space, and providing supplies or support as needed
- Communicate with volunteers and Teen Lifeline Staff on a monthly basis
- Commit to 10 months as Site Coordinator for the benefit of the teenaged parents, volunteers and site
- As Site Coordinator, you will be in charge of volunteers and logistics for The Hills location. With the support of the Teen Lifeline Staff, any questions or issues at this location will be submitted to you.