



3805 Marshall Street, Suite 100  
Wheat Ridge, CO 80033  
(P) 303.422.2133  
(F) 303.422.5707  
[www.thefamilytree.org](http://www.thefamilytree.org)

**Team Lead**  
**Internal Posting Only**

**Description**

This position is added responsibilities to a current position and reports to the Program Director at the Family Tree Parenting Time Program. The Parenting Time Program provides supervised visits and safe exchanges to parents who require supervision for the time they spend with their children. The Billing Coordinator is responsible for invoicing clients for parenting-time sessions and ensuring payments are made. This position is also responsible for their current position along with providing assistance to the Director in areas such as supervision of interns, relief workers and volunteers; documentation and statistics; management of County cases; and enforcement of the rules with clients.

This position pays an extra \$1.00 per hour.

**Essential Duties/Responsibilities**

In addition to current duties this position also:

- Provides a supervisory role to staff, interns, volunteers and relief employees.
- Assists the Director with programmatic responsibilities.

**Other Duties**

In addition to current duties this position also:

- Knowledge of Parenting Time Program and other services offered by Family Tree.

**Knowledge, Skills and Abilities**

In addition to current position, the Team Lead should be skilled or have experience in the following:

- De-escalation techniques
- Supervised Parenting Time
- Excellent verbal and written communication skills
- Advanced computer competency

**Education and Formal Training**

No additional education or formal training above current position.

**Working Environment**

The position takes place at Family Tree's Karlis Family Center in Lakewood. This position requires extensive computer use, phone use, and likely sitting for long periods of time.

**Physical Activities**

Talking, hearing (ordinary conversation), seeing (read paperwork, computer work.) Manual dexterity sufficient to operate a computer, calculator and telephone.