



Adolescent Group Programming Coordinator Bilingual Licensed Therapist

Reports to: Director of Child and Adolescent Group Programming

Work Status: Full Time, Exempt

Are you passionate about helping adolescents build confidence, resilience, and meaningful connections through creative therapeutic experiences? Momentous Institute is seeking an **Adolescent Group Programming Coordinator, Bilingual Licensed Therapist** who is energized by group work, inspired by the healing power of nature, and excited to help young people thrive.

This unique role goes beyond the traditional therapy setting. You will support programs across our Dallas locations and at our beautiful Piney Woods campus in East Texas, where evidence-based therapeutic practices are combined with immersive, nature-based experiences that encourage growth, belonging, and emotional well-being.

Working closely with the Director of Child and Adolescent Group Programming, you will help create engaging and transformative experiences for adolescents and their families. You will facilitate therapeutic groups, build meaningful relationships with participants, and coordinate the operational details that keep each program organized, welcoming, and impactful.

This is an ideal opportunity for a thoughtful, collaborative professional who enjoys working directly with young people while also bringing the organization, creativity, and initiative needed to help programs run successfully.

[Momentous Institute](#) has been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports individuals through innovative mental health services, our nationally recognized [Momentous School](#), and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

Our team of over 30 licensed psychologists, licensed professional counselors, licensed clinical social workers, licensed marriage and family therapists, paraprofessionals, clinical trainees, and specialized support staff are committed to providing systemic, trauma-informed mental health services integrating brain and strengths-based perspectives. We believe that everyone deserves the opportunity to heal and thrive. Therefore, we offer services in both English and Spanish on a sliding scale, ensuring that no family is turned away due to financial constraints.

Role: The Adolescent Group Programming Coordinator provides evidence-based therapeutic services that help children and adolescents build resilience, strengthen relationships, and thrive. This position facilitates engaging group therapy programs across Momentous Institute's Dallas and Piney Woods campuses, combining traditional clinical approaches with immersive, nature-based experiences.

Working closely with the Director of Child and Adolescent Group Programming, the Coordinator supports program development and delivery while managing the administrative, operational, and documentation requirements needed for effective services. This role is ideal for a collaborative clinician who is passionate about group therapy, youth development, and creating meaningful experiences for clients and families.

Group Therapy Programming

Provide group-based therapeutic interventions for children, adolescents, and caregivers through Momentous Institute's child and adolescent programs. The position currently focuses primarily on Forward Thinkers, serving children ages 7 to 11, and Huddle Up, serving adolescents ages 11 to 15.

The Coordinator also supports client intake, clinical documentation, recordkeeping, and applicable program evaluation and research requirements.

Nature-Based Programming

Lead, co-lead, and participate in therapeutic, nature-based programming at the Piney Woods campus in Hawkins, Texas. These programs combine clinical approaches with outdoor and experiential activities that promote resilience, connection, growth, and emotional well-being.

This work requires periodic day trips and up to nine overnight weekday or weekend trips to the Piney Woods campus.

Essential Job Responsibilities

Group Therapy Interventions:

- Facilitate evidence-based group therapy interventions for children, adolescents, and caregivers participating in Momentous Institute's Forward Thinkers and Huddle Up programs.
- Conduct intake screenings and orientation meetings for prospective group participants in coordination with the Intake Team.
- Attend weekly program planning, consultation, and debrief meetings for Forward Thinkers and Huddle Up.
- Develop and maintain current treatment plans, progress notes, assessments, and other required clinical documentation in the electronic health record.
- Provide case management and care coordination for participating families, including parent consultations, referrals, follow-up communication, and coordination with other service providers.
- Collaborate with psychologists, social workers, therapists, educators, and other professionals to support continuity and quality of care.
- Consult with educators, caregivers, and other individuals involved in a client's care, as clinically appropriate.
- Support the learning and professional development of practicum students, interns, and postgraduate trainees participating in group programming.
- Participate in program evaluation, quality-improvement, and research activities associated with assigned programs.
- Maintain professional boundaries and comply with all applicable legal, ethical, licensing, confidentiality, documentation, and organizational requirements.

Nature Based Group Therapy Interventions

- Lead, co-lead, and participate in therapeutic and experiential nature-based group programming for children, adolescents, caregivers, and adults at the Piney Woods campus in Hawkins, Texas.
- Participate in overnight weekday or weekend program trips annually, including approximately two Huddle Up trips and up to seven additional nature-based programming trips.
- Participate in day trips to the Piney Woods campus and other approved program locations.
- Provide appropriate clinical support, supervision, and developmentally responsive care for children and adolescents during overnight programming.
- Maintain participant safety, respond to behavioral or clinical concerns, and follow established emergency and risk-management procedures.
- Assist with program preparation, participant documentation, supplies, meals, and other operational needs associated with nature-based programming.

Program Coordination and Administration:

- Ensure required participant documents are complete and current, including therapy consents, research consents, releases of information, custody documentation, health information, emergency contacts, and other applicable forms.
- Respond to participant and caregiver questions regarding program requirements, schedules, documentation, and participation expectations.
- Coordinate Huddle Up dinners and designated meals for internal programs, including placing orders, confirming delivery, maintaining receipts, and following established purchasing procedures.
- Coordinate with the Research and Evaluation Team to implement data collection, consent, documentation, and program evaluation requirements.
- Work with group facilitators and program staff to identify, organize, and maintain necessary program materials.
- Assist with securing and verifying required participant documentation for Huddle Up and other Piney Woods trips.
- Maintain organized program records, calendars, participant communications, and administrative tracking systems.
- Perform other related duties as assigned.

Qualifications

- Current Texas license or associate-level license authorizing the provision of the assigned clinical services, such as LPC, LPC Associate, LCSW, LMSW, LMFT, or LMFT Associate.
- **Fluency in both English and Spanish, including the ability to provide clinical services and communicate professionally in both languages.**
- At least three years of experience working with children, adolescents, and families.
- At least two years of experience facilitating therapeutic groups for children or adolescents.
- Strong working knowledge of child and adolescent development, family systems, group dynamics, and evidence-based group therapy interventions.
- Experience applying strength-based, trauma-informed, culturally responsive, and developmentally appropriate clinical practices.
- Effective verbal, written, interpersonal, and clinical documentation skills.
- Strong organizational skills and the ability to coordinate multiple clinical, administrative, and program responsibilities.
- Ability to work collaboratively as part of a multidisciplinary team.
- Ability to receive feedback, engage in reflective practice, and participate in clinical consultation.
- Ability to build relationships with clients, caregivers, colleagues, and community partners from diverse backgrounds.
- Ability to exercise sound clinical judgment and respond appropriately to behavioral, emotional, and safety concerns.

Position Requirements

- Ability to work at least two evenings per week and adjust schedules for weekend programming.
- Ability to participate in up to nine overnight trips annually, as well as occasional day trips, local travel, and out-of-town programming or training.
- Valid Texas driver's license, acceptable driving record, and willingness to drive for authorized business travel.

Physical and Environmental Requirements

- Ability to move frequently throughout indoor and outdoor program environments, including uneven or wooded terrain.
- Ability to lift, carry, push, or move up to 30 pounds, with or without reasonable accommodation.
- Ability to participate in outdoor activities in varied weather conditions and respond promptly to participant safety needs.
- Ability to travel by vehicle for extended periods and stay overnight at approved program locations.

Interested:

Applications are currently being accepted, and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Matthew Leahy

Director of Child & Adolescent Group Programs

mleahy@momentousinstitute.org

Momentous Institute/ Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.