



TheBostonProject
ministries

The Boston Project Ministries **Mission Trip Director** *Job Description*

Introducing the Mission Trip Director Position

The Boston Project is seeking someone who is passionate about engaging youth, college students, and adults in meaningful Christ-centered service within urban neighborhoods of Boston. Our trips combine excellent service and experiential education, supporting our ministry's long-term community work and encouraging a lifestyle of service in volunteers.

Position Summary

The Mission Trip Director will organize and direct overnight mission trips for youth, college, and adult groups serving with The Boston Project Ministries. The approximate ages for our overnight volunteers is: Teenagers – 80%, College students – 10%, Adults – 10%.

- **Trip Implementation.** Directly oversee all aspects during a team's mission trip with The Boston Project. This requires 24-hour availability during program weeks, eating and sleeping at our housing sites, and the ability to work long hours in a fast-paced relational environment.
- **Trip Preparation.** Work with trip leaders to prepare groups coming to The Boston Project. Develop preparation tools, set expectations, communicate the heart of our ministry, manage finances, and complete post-trip evaluations. Work with local church and community partners to plan all logistical aspects of the trips (food, lodging, etc.).
- **Scripture-based Curriculum.** Work with the Director of Curriculum to develop and teach a creative, Christ-centered, age-appropriate curriculum for all overnight trips around themes central to our ministry, including justice, mercy, loving your neighbor, God's heart for the poor, etc.
- **Service and Outreach.** Work in partnership with our Neighborhood Ministry Houses (NMH), local residents, churches, Christian and secular non-profits to organize projects and project schedules to engage volunteers in service in our neighborhood and beyond.
- **Staff supervision.** In partnership with the Executive Director, recruit, hire, train, supervise, and mentor seasonal staff. Currently, we hire 10-15 young adults to operate our *Summer Missions Program*.
- **Additional opportunities.** As needed, serve as support staff in various capacities for a Neighborhood Ministry House, including staffing Service Days, Homework Center, communications, etc. As much as possible, these additional roles are created based on both the current needs of each house and gifts and desired ministry of the applicant.

Skills and Experience

- Youth ministry leadership experience
- Program development or staff/volunteer management experience
- Previous leadership practice in an urban or multi-cultural setting
- Training in the above areas, and biblical & theological studies (preferred, not required)
- Able to operate effectively in periods of detailed administrative preparation punctuated by short or long bursts (1-10 weeks) of intense, highly relational program operation
- Able to speak to large groups in a variety of contexts

Expectations and Commitments

- Relocate to the Codman Square neighborhood of Dorchester
- Sleep overnight at volunteer housing sites (usually local churches) 30+ days per year
- Limited-to-no vacation time during active months of March, and June-August
- Be involved in one of The Boston Project's Neighborhood Ministry Houses
- Make an initial 3-year commitment to this position

Yearly Schedule

The Boston Project operates a well-established variety of overnight trips throughout the year with consistent demand. In general, each year includes the potential to do the following trips:

March	2-3 weeks of College Spring Break trips
April	1-2 weeks of High School Spring Break trips
Summer	Summer Missions Program (10 weeks total, 6 weeks of youth trips)
Fall / Winter	Weekend Service Retreats for groups of all ages

The Boston Project Family

We believe that being on staff at The Boston Project is more than just a job. You will enter into a staff community that loves and supports each other as we grow in our own gifts and skills, and reflect the love of Christ in our neighborhood. Working in this community context comes with expectations to be involved in community life in and out of "work" hours, including staff prayer, community dinner, etc.

Our growing community shares some lifestyle values such as living simply for the sake of generosity, the importance of reconciliation, being active in the life of a local church, choosing to be a neighbor before being a staff member, and caring for God's creation. While not a requirement for employment, it's important to know staff members at The Boston Project share these values. Candidates who share these values are encouraged to apply.

Compensation

- Salary plus health and dental benefits
- Full-time staff are required to raise a percentage of their salary
- Potential for free housing as a single adult in a community house

Supervisor

The Mission Trip Director will work under the supervision of the Executive Director.

How to Apply

Please send your cover letter and resume to Keith Riddle at keith@tbpm.org.