



**The Boston Project Ministries
Brotherhood/Sisterhood Coordinator
(Full-Time, Seasonal)
Job Description**

The Organization

The Boston Project Ministries [TBPM] is a non-profit Christian community development organization, which mobilizes neighbors and volunteers to help build and nurture a strong community characterized by God's shalom. We are located in the Talbot-Norfolk Triangle [TNT] neighborhood in the Codman Square, Dorchester section of Boston serving the 525+ families that reside within our 13-streets. From our *Neighborhood Ministry House* we run a host of relational-based Youth & Family programs including leadership development programs, a Homework Center, teen employment, youth and adult Bible studies, and a summer park program. We are also a key support to the community organizing and civic stewardship efforts of the TNT Neighbors United association. Finally, we assist homeowners, seniors, and partner organizations by mobilizing 500+ volunteers a year in community improvement projects and in serving families. Together, these initiatives are leading to individual and community transformation.

Position Summary

The Brotherhood/Sisterhood Coordinator helps achieve our goal of increasing local youth employment by overseeing a key pre-employment training program for youth ages 11-13. The Brotherhood/Sisterhood is a six-week program designed to build character and work-readiness skills for a mixed group of middle-school students, while having fun beautifying the community. The Coordinator will also supervise an older teen employee whose primary responsibility is to assist in the success of the program. The Coordinator is responsible for developing and facilitating daily program activities, supervising youth and providing mentorship. Students are in the program 12-14 hours per week. The Coordinator reports to the Senior Program Manager.

Key Accountabilities

The Brotherhood/Sisterhood Coordinator is responsible for the Key Accountabilities listed below:

- Help plan, facilitate and evaluate an outcome-based pre-employment program designed for a group of 10 youth, ages 11-13 (mixed gender)
- Maintain positive, safe and healthy relationships and youth participants, teen employee and parents during work and non-work hours
- Help organize and direct students in beautification projects such as community garden or passive park maintenance and improvements
- Plan and implement weekly field trips; possibly including an overnight team building trip
- Provide weekly written updates for parents on program milestones and upcoming activities
- Plan for program photo-documentation, and regular postings to organization's social media
- Serve in a supervisory role (providing daily work direction) for an older teen intern
- Evaluate employment experience with older teen employee at beginning, mid- and end of summer
- Assist in morning daily trainings of older teens as needed
- Maintain attendance records for youth participants
- Enforce discipline procedures when necessary (clear policy already in place)
- Act as on-site point person with partner organizations on shared projects
- Ensure off-site safety on weekly field trips with youth participants
- Be responsible for creating snack and program supply shopping lists weekly
- Assist as requested in completing any grant reporting for designated program areas
- Participate in staff meetings and debriefings with team to evaluate and make program improvements
- Other duties and program assignments as necessary (potentially one evening per week)

Qualifications

- Experience working with middle-school age youth
- Ability to lead a program for younger teens while also supervising an older teen employee
- Experience leading hands-on gardening and clean up projects
- Experience in environmental issues and environmental justice in this community
- Background in teaching and/or lesson planning
- Ability to take good quality digital pictures, download, and create social media postings
- Ability to multi-task, move at a quick pace and work on a team
- Ability to work professionally with partners (parents, other organizations, residents, funders, etc.)
- Previous experience working with youth in a multi-cultural setting a plus
- Essential physical requirements necessary to do this job include working outdoors in all weather conditions, lifting and carrying up to 50 pounds, climbing a ladder, and ability to use power tools.

Compensation: This is a seasonal non-exempt position with a pay rate of \$12.50-15.00 per hour.

Hours: Monday through Friday; 8:30 AM-5:00 PM with 30 minute unpaid lunch break daily.

Dates: June 15 – August 21 (10 weeks; 6 weeks of programming). Flexible start/end dates.