



**The Boston Project Ministries  
Eco-Teens 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 Eco-Teens Coordinator helps advance the goals of our Eco-Innovation District [EID] by leading a team of 6-8 youth employees in targeted projects during the summer. The EID is a collaborative effort to transform an older, urban community into one that is green, healthy, sustainable, and creates jobs to primarily benefit the residents who live here today. Eco-Teens is a youth job training program, where teens learn about sustainable environmental practices and participate in hands-on activities, with a focus on community beautification and sustainability improvements. **In 2015, Eco-Teens will have a strong emphasis on the creation of public art.** The Coordinator will also contribute to building positive relationships with the youth, developing work credentials, and increasing environmental knowledge. Teens are employed for 25 hours per week. The Coordinator reports to the Senior Program Manager.

**Key Accountabilities**

The Eco-Teens Coordinator will be responsible for the Key Accountabilities listed below:

- Help plan for, facilitate and evaluate an environmentally and arts focused, outcome-based summer program directed to teen employees.
- Plan for and execute a community art installation, such as a mural, photography display, green plant wall, or other public art form (to be decided with the Executive Director)
- Plan for program photo-documentation, and regular postings to organization's social media
- Help organize and direct teens in beautification projects such as community garden or passive park maintenance, improvements, and/or design
- Lead trainings and/or work with guest instructors to provide skill-based trainings
- Serve in a supervisory role (providing daily work direction) for 6-8 youth employees
- Evaluate employment experience with teen employees at beginning, mid- and end of summer
- Enforce discipline procedures when necessary
- Act as on-site point person with partner organizations
- Ensure off-site safety on 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 teens, particularly in a supervisory role
- Experienced in the arts (photography, murals, visual art, etc.)
- Experience in environmental issues and environmental justice in this community
- Background in teaching and/or lesson planning
- Ability to plan a project for a team, and execute all aspects of the project from start to completion.  
Strong youth management skills
- Ability to take good quality digital pictures, download, and create social media postings
- Willingness to work outdoors completing physical labor
- Ability to work professionally with partners (parents, organizations, residents, funders, etc.)
- Ability to multi-task, move at a quick pace and work on a team.
- 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.