



**The Boston Project Ministries**  
**Elmhurst Park Assistant 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 Elmhurst Park Assistant Coordinator helps achieve our goal of supporting youth and families by providing wholistic programming for elementary age students. Our key organizational outcomes include connecting children to God, connecting neighbors-to-neighbors (both kid-to-kid and inter-generational), and providing leadership development and volunteer opportunities. The Elmhurst Park Summer Program is a six-week drop-in program designed to provide academic, fitness, social, arts, and spiritual development activities for children. The Assistant Coordinator will help supervise three-to-four older teen employees (25 hours per week) who assist in the success of the program. The Assistant Coordinator reports to the Elmhurst Park Coordinator.

**Key Accountabilities**

- **Leadership**
  - Maintain positive, safe, and healthy relationships with participating children, teenage employees, and parents during work and non-work hours.
  - Be willing and able to share about faith in Jesus Christ through teaching lessons and activities, informal conversations with children, teens, and parents, and in actions characterized by a vibrant faith.
  - Participate in TBPM staff meetings and represent TBPM as requested within collaborations.
- **Program Development & Implementation**
  - Help plan, facilitate, & evaluate an outcome-based program designed for children ages 5 to 12.
  - Develop a program model in line with Boston Project outcomes and CCDA philosophy
  - Assist operating the free summer lunch program in accordance with guidelines
  - Oversee registration policy and procedures; assist in maintaining attendance records
  - Assist in creating snack and program supply shopping lists weekly
  - Assist in resolving conflicts with children, teenagers, and parents as necessary.
  - Enforce discipline procedures when necessary
  - Evaluate effectiveness of program, ensuring outcomes are met; make changes, if necessary
- **Outreach / Parent Communication**
  - Ensure program advertisement in the TNT community throughout the summer
  - Regular communication with parents
  - Communication with parents regarding behavioral issues (both positive and negative)
- **Volunteers**
  - Help train 5-7 volunteers daily.
  - Debrief volunteers at the end of the day; solicit feedback
- Plan for program photo-documentation, and regular postings to organization's social media

- Other duties and program assignments as necessary

### **Qualifications**

- Loves to see children and teens discover who God has made them to be.
- Experience working with children in a high-energy outdoor environment
- Ability to lead children's programming while supervising teen employees
- Ability to work professionally with many partners (parents, organizations, City of Boston, funders)
- Leadership and administrative skills required
- Experience in lesson planning and creating schedules required.
- Familiarity with a trauma-informed framework a plus
- 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
- 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.

**Experience:** This position requires the ability to multi-task, move at a quick pace, and work on a team. Previous experience working with children and youth in a multi-cultural urban setting a plus. Experience with high risk or special needs children and youth also a plus.

**Compensation:** This is a seasonal non-exempt position with a pay rate of \$12.50-14.00 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.