



**The Boston Project Ministries
Service & Outreach 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 Service and Outreach Coordinator is responsible for overseeing the coordination and implementation of the service and outreach projects for two key programs; the Summer Missions Program (SMP) and the Youth and Family Ministries (YFM) youth employment program. The SMP is short-term missions trip program for Christian youth groups. The Youth and Family Ministries youth employment program engages neighborhood youth (middle school and high school) in hands-on projects to improve their community while developing employment skills. The Service and Outreach Coordinator will foster relationships with neighborhood residents, churches, and community organizations and organize meaningful projects for program participants. They will also supervise summer staff activities at service projects to ensure quality work. The Service and Outreach Coordinator reports to the Events and Volunteers Manager (75%) and Senior Program Manager (25%) depending on the program.

Key Accountabilities

The Service and Outreach Coordinator is responsible for the Key Accountabilities listed below:

Summer Missions Program – 75% of time

- Assist with training and oversight of SMP Staff Counselors around safety procedures, tool use and how to effectively lead a service and outreach site
- Coordinate daily schedule for service and outreach projects
- Assist with selection of potential projects, including personal visit with homeowner or organization
- Create written instructions for each project, including contact, tools needed, team size needed, and a step-by-step narrative describing the work which needs to be completed
- Daily preparation of project tools; run tools to site when missing
- Daily assessment of project status, revising work goals daily
- Perform a follow up visit and evaluation at the completion of each service project for quality; strategize plan to complete site if not done to standards
- Serve as a liaison between work site groups and homeowners or partner organizations

Youth & Families Program – 25% of time

- Coordinate service and outreach projects, on an as needed basis (primarily landscaping)
- Assist with selection and evaluation of potential projects
- Preparation of tools needed for project
- Assist Eco-Teens Coordinator or Brotherhood/Sisterhood Coordinator with implementation of the project, when necessary
- Train youth around safety procedures and tool use

Qualifications

- Experience with project management skills; managing 4-8 projects daily
- Ability to train young adults in project management and quality construction/landscaping
- Experience working with power tools and landscaping equipment;
- Ability to train staff and ensure safety protocols at service projects
- Small engine repair a plus
- Must be at least 20 years old or have completed one full year of college
- Ability to multi-task, move at a quick pace and work on a team
- Must have access to a vehicle
- 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 \$12.50-14.00 per hour.

Hours: Monday through Thursday; 7:30 AM-5:00 PM with 30 minute unpaid lunch break daily. Friday 9:00 AM – 1:00 PM. **Dates:** June 15 – August 18 (9.5 weeks; 7 weeks of programming).