



**The Boston Project Ministries
Community Arts Team Coordinator
(Full-Time, Seasonal)
Job Description**

The Organization

The Boston Project Ministries [TBPM] is a non-profit Christian community development organization, which mobilizes neighbors, volunteers, and churches to help build strong communities 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 550+ 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, teen employment, youth and adult Bible studies, and a summer park program for kids. 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. All together, these initiatives are leading to significant individual and community transformation.

Program Description

The Community Arts Team is a six-week summer program that employs high school youth to engage in projects that advance the neighborhood's goals related to the environment, health, safety and connectedness.

The Community Arts Team will focus on advancing a community history gathering project, which will be transformed into a creative placemaking mural and videos. This creative arts focus will also include connecting with community visual and performing artists to enrich and enhance the storytelling of the neighborhood history.

Position Summary

The Community Arts Coordinator leads a team of 4-6 youth employees in targeted projects during the summer. In addition to other duties, the Arts Teens will also participate in job-readiness trainings that are aimed at equipping youth with skills necessary to be prepared for success in work and career. Teens are employed for 25 hours per week. The Coordinator reports to the Director of Programs and Leadership Development

Key Accountabilities

The Community Arts Team Coordinator will be responsible for the Key Accountabilities listed below:

- Serve as a role model and cultivate positive, supportive relationships with youth employees
- Help plan for, facilitate and evaluate an arts focused, outcome-based summer program directed to teen employees.

- Plan for and execute a community art installation, such as a mural, photography display, or other public art form
- Plan for program photo-documentation, and regular postings to organization's social media
- Lead trainings and/or work with guest instructors to provide skill-based trainings
- Serve in a supervisory role (providing daily work direction) for 4-5 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
- 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 1-2 evenings per week)

Qualifications

- Experience working with teens, particularly in a supervisory role
- Experienced in the arts (photography, videography, murals, visual art, etc.)
- Background in teaching and/or lesson planning. Interest in community history a plus.
- Ability to plan a project for a team and execute all aspects of the project from start to completion. Strong youth management skills
- Willingness to work outdoors in all weather conditions and engage in physical labor
- Familiarity with a trauma-informed framework a plus
- 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

Compensation:

This is a seasonal non-exempt position with an hourly pay rate based on prior experience.

Hours:

Monday, Tuesday, Thursday; 8:30 AM-5:00 PM with a 30-minute unpaid lunch break daily.

Wednesday; 8:30-4:30 PM and then 6:30-8:30 PM with a 30-minute unpaid lunch break.

Friday; 9:00 AM – 2:00 PM

Dates: June 25 (flexible) – August 17 (8 weeks; 6 weeks of programming)