



**The Boston Project Ministries
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, 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

Boston Project's *Sisterhood* program is a gender- and age-specific program serving predominantly young women of color age 12 - 14 in Codman Square, Dorchester. The purpose of this program is to develop young girls into strong and confident women, empowered to live out the "best version of themselves," and inspired as agents of positive change in their community.

Through the program, *Sisters will* 1) form trusting relationships and grow in their sense of belonging and connectedness amongst one another and within the community, 2) develop a positive self-identity and hopefulness about the future, and 3) contribute positively to the community as *community servant leaders*. Each week *Sisters* will participate in lessons, discussions, field trips, guest speakers, and hands-on projects.

Position Summary

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 will also supervise an older teen employee whose primary responsibility is to assist in the success of the program. The Coordinator reports to the Director of Programs and Leadership Development.

Key Accountabilities

- Plan, facilitate and evaluate an outcome-based pre-employment program designed for a group of 5-8 girls, ages 12-14
- 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 community projects.
- 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
- 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, complete reports and evaluations.
- 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
- Participate in staff meetings and debriefings with team to evaluate and make program improvements
- Participate in Wednesday evening Family Fun Nights supervising Brotherhood's work with set up and clean up and related evening activities
- Other duties and program assignments as necessary

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/knowledge in issues that relate to being a young woman of color
- 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
- Familiarity with a trauma-informed framework a plus
- Ability to work professionally with partners (parents, organizations, residents, funders, etc.)
- Previous experience working with youth in a multi-cultural setting a plus
- Willingness to work outdoors in all weather conditions

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)