



TheBostonProject
ministries

**The Boston Project Ministries
Sisterhood Coordinator
(Full-Time, Seasonal)
Job Description**

The Organization

Mission: The Boston Project Ministries [TBPM] is a non-profit Christian community development organization, which engages and equips neighbors, volunteers, and congregations to 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 580+ families that reside within our 14-streets. From our *Neighborhood Ministry House*, we run a host of relational-based Youth & Family programs including leadership development programs, teen employment, youth 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 250+ volunteers a year in community improvement projects and in serving families. Together, these initiatives are leading to individual and community transformation.

Program Description

Boston Project's *Sisterhood Program* is a six-week, gender and age-specific program, serving predominantly young men of color age 12 - 14 in Codman Square, Dorchester. The purpose of this program is to develop participants into strong and confident young women with exemplary character and to inspire them to be 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, 3) develop the discipline and skills that contribute to future employment and, 4) 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 (age 16 – 19) employee whose primary responsibility is to assist the Coordinator in the successful implementation of the program. The Sisterhood 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 8-10 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 beautification projects such as community garden or passive park maintenance and improvements
- Plan and implement weekly field trips; possibly including an overnight team building trip
- Plan for program photo-documentation, and regular postings to organization's social media
- 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
- 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
- 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)

Key Qualifications

- Experience working with middle-school age youth
- Ability to lead a program for younger teens while also supervising an older teen employee
- Background in teaching and/or lesson planning
- Experience with behavior management techniques for young adolescents.
- 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
- Ability to work professionally with parents, other organizations, residents, funders, etc.
- Previous experience working with youth in a multi-cultural setting a plus
- Willingness to work outdoors in all weather conditions and engage in physically demanding activities

Compensation: This is a seasonal non-exempt position with a pay rate of \$15 per hour.

Hours: Monday through Friday; 8:30 AM-5:00 PM with a 30-minute unpaid lunch break daily. Some Wednesday evenings.

Dates: June 17, 2019 – August 16, 2019 (9 weeks; 6 weeks of programming). Possible earlier start available.

To Apply: visit www.tbpm.org/summerstaff. No application deadline. Position contingent upon securing funding sources.

Please contact Paulea Mooney-McCoy, Director of Programs and Leadership Development with any questions: paulea@tbpm.org or 617-959-9372.