



**The Boston Project Ministries
Service & Outreach 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

Since 1996, church youth groups (middle school and high school) have joined us by spending a week of their summer participating in the Summer Missions Program; a cross-cultural, service-learning experience in the city designed to help teenagers practice what it means to love God and love their neighbors. Church youth groups stay overnight with us from Sunday late afternoon through Friday late morning. During the week they are involved in program activities that focus on God's heart for justice and service activities that give them the opportunity to live that out.

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 programs. The SMP is a cross-cultural learning and justice trip program for Christian youth groups. The Youth and Family Ministries youth employment programs engage neighborhood youth (middle school and high school) in hands-on projects to improve their community while developing employment and leadership 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 Executive Director (75%) and Director of Programs and Leadership Development (25%) depending on the program.

Key Accountabilities

Summer Missions Program – 50% 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 a plan to complete site if not done to standards
- Serve as a liaison between worksite groups and homeowners or partner organizations

Youth & Families Program – 50% 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 a project
- Assist YFM Coordinators with the 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 painting/landscaping
- Experience working with power tools and landscaping equipment;
- Ability to train staff and ensure safety protocols at service projects
- 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
- Drivers license required. Transportation (your own vehicle) a plus. Compensation provided for gas.
- 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 \$15 hourly pay rate.

Hours: Monday through Thursday 8:00 AM-5:00 PM, Friday 9 AM-1 PM; with 30-minute unpaid lunch break daily. Weekends off.

Dates: June 10, 2019 – August 16, 2019. Possible time off during July 4th week. Flexible start date.

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.