



TheBostonProject
ministries

**The Boston Project Ministries
Elmhurst Park Program 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

This free, drop-in park program at a City of Boston park operates Monday to Thursday afternoons for six weeks of the summer, with an average daily attendance of 40-50 children. The park program focuses on building community amongst neighborhood kids with an emphasis on FUN, faith, fitness, fine arts, and friendships.

Position Summary

The Elmhurst Park Program Coordinator is part of a 3-person adult team that oversees daily operations of the summer programming at the Elmhurst Street Park. The Program Coordinator is responsible for developing and facilitating program activities including teaching the Bible, supervising 4 teen employees plus 5-10 volunteers daily, develop relationships with children participants and their parents, and assist in resolving conflicts that may occur at the park. The Elmhurst Park Program Coordinator reports to the Elmhurst Park Program Manager.

Key Accountabilities

- Help plan, facilitate, and evaluate an outcome-based program designed for children ages 4 to 11. Specific program assignments to be determined with your supervisor.
- Plan and facilitate a variety of activities, including large-group and "center"-style activities, facilitating special guest presentations, free play, lunch and snack times, and more.
- Serve in a supervisory role for 4 youth employees
- Train and engage 5-8 volunteers in appropriate roles assisting park programming.
- Maintain positive, safe, and healthy relationships with participating children, teenage employees, and parents during work and non-work hours.

- Be willing and able to share about faith in Jesus Christ through teaching lessons and activities, informal conversations with children, teens, and parents, and in actions characterized by a vibrant faith.
- Evaluate employment experience with older teen employees at beginning, mid-, and end of summer.
- Assist in morning daily trainings of older teens as needed.
- Coordinate special activities with partner organizations, volunteers, and other special guests.
- Maintain attendance records for children participants.
- Assist in resolving conflicts with children, teenagers, and parents as necessary.
- Assist as requested in completing any grant reporting for designated program areas.
- Participate in TBPM staff meetings and represent TBPM as requested within collaborations.
- Participate in daily debriefings with team to evaluate and make program improvements.
- Other duties and program assignments as necessary.
- Essential physical requirements necessary to do this job include working outdoors in all weather conditions.

Key Qualifications

- Experience working with children in a high-energy outdoor environment
- Ability to lead children's programming while supervising teen and adult employees
- Experience in fitness or fine arts a plus
- Willingness to work outdoors in all weather conditions and engage in exercise and physical labor
- 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
- Experience with high risk or special needs children and youth also a plus.

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.

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.