



TheBostonProject
ministries

**The Boston Project Ministries
Youth Arts Team 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

The Youth Arts Team is a six-week summer program that employs youth (ages 15-19) to work on creative arts projects that engage community children, youth and older residents. This program brings together the visual and performing arts as a strategy to promote shalom (peace, justice, healing, wholeness) in the community. Youth will work alongside professional artists to create visual art pieces (murals, benches, tile mosaics) and performances (spoken word, step, etc.) that express young people's unique perspective. The Youth Arts Team will also teach art to children one day per week and work alongside other youth teams enhancing their program messaging (ie. mental health needs of teenagers). The Youth Arts Team will be responsible for planning and organizing The Big Event, our summer closing showcase attended by 250-300 neighbors.

Position Summary

The Youth Arts Team Coordinator leads a team of 6-8 youth employees and manages the implementation of community art projects (visual and performing). In addition to other duties, the Arts Team Coordinator will participate in job-readiness trainings that are aimed at equipping youth with skills necessary to be prepared for success in work and career. The Coordinator position is a full-time position. Teens participants are employed for 25 hours per week. The Coordinator reports to the Director of Programs and Leadership Development

Key Accountabilities

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

- Serve as a role model and cultivate positive, supportive relationships with youth employees.
- Provide leadership for all Youth Arts Team activities including planning and executing events, activities, displays, or presentations that involve visual or performing arts
- Collaborate with other Boston Project Summer programs
- 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 6-8 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)

Key Qualifications

- **Strong preference for a candidate with experience in the performing arts** (dance, step, spoken word, song, etc.). Experience in the visual arts a plus.
- Experience working with teens, particularly in a supervisory role
- Background in teaching and/or lesson planning
- Ability to plan a project for a team and execute all aspects of the project from start to completion. Strong youth behavior management skills a plus
- Willingness to work outdoors in all weather conditions and engage in 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 in environmental issues and environmental justice in this community is helpful but not required

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.