



**The Boston Project Ministries
Summer Youth Program Manager
(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 Dorchester's Codman Square section of Boston, serving the 600+ families in our 14-streets. We run a host of relational-based Youth & Family programs from our Neighborhood Ministry House, including leadership development programs, teen employment, youth Bible studies, and a summer park program. We also provide capacity-building support to local civic associations, public health efforts, green space, and public art efforts. Finally, we assist homeowners, seniors, and partner organizations by mobilizing 200+ volunteers a year in community improvement projects and serving families. Together, these initiatives are leading to individual and community transformation.

Position Summary

The *Summer Youth Program Manager (YPM)* co-leads with our Youth Program Manager a team of 6-8 staff, and 25-40 youth employees in a range of programs. In addition to other duties, the Summer YPM will lead job-readiness training for our high school employees to equip them with workplace and career skills. The Manager's position is full-time, approximately 35-40 hours weekly. The Summer Youth Program Manager reports to The Boston Project's Executive Director.

Visit our website to learn more about the program: <https://www.tbpm.org/youth/>

Key Accountabilities

The Summer Youth Program Manager is responsible for the Key Accountabilities listed below:

Youth Employment Training

- Review curriculum and make pre-summer improvements in consultation with BP youth team
- Organize logistics for training including outdoor setup, breakfast foods, and plans for virtual meetings during inclement weather
- Arrange for any guest presenters (possibly 2-4 max) on predetermined lesson topics
- Prepare to present other lessons yourself and/or with Christian or Cady. Lessons should be interactive and can involve small groups.

Program Oversight: Brotherhood-Sisterhood and Healthy Youth Champions

- Be familiar with program outcomes, goals, and objectives and ensure their completion
- Support Program Coordinator with program leadership and programmatic decisions

- When needed, attend field trips or volunteer days with the team
- Assist with one-on-one support for middle school students as needed (ie. behavior)
- Meet with Program Coordinator one-on-one weekly to discuss progress and planning
- Be available to connect with parents and guardians to provide updates
- Conduct regular and end-of-the-summer evaluation of the program

Summer Staff Orientation, Meetings, Closure

- Participate in summer staff orientation as requested. Team building with staff.
- Co-lead with YPM the M,W,F morning staff meeting - devotionals, prayer, logistics
- Co-lead afternoon staff debriefing meeting - highlights, challenges, troubleshooting
- Participate in T,TH leadership team meetings (Paul, Ahna, Kelly)
- Assist with Friday afternoon staff lunch and professional development
- Co-lead end of summer closure and evaluation with staff

General Responsibilities

- Serve as a role model and cultivate positive, supportive relationships with staff and youth
- Focus on achieving both youth and community program outcomes
- Enforce discipline procedures when necessary
- Act as on-site point person with partner organizations
- Ensure off-site safety on field trips with youth participants
- Approve staff timesheets weekly
- Assist with program photo and video documentation
- Collaborate with other Boston Project Summer programs
- Assist as requested in completing any grant reporting for designated program areas
- Other duties and program assignments as necessary

Key Qualifications

- **Prior youth program management and staff supervision experience required**
- Experience working with teens, particularly in a supervisory role
- Skills to facilitate a program virtually using Zoom and other technology tools
- Background in teaching and lesson planning
- Project management skills - the ability to plan and execute a project from start to completion
- 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.

Compensation: This is a seasonal non-exempt position with a beginning pay rate of \$20.00 per hour.

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

Dates: June 6, 2022 – August 19, 2022 (11 weeks; 6 weeks of programming). Possibility of an additional week through August 19, if available.

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

Contact Ahnastasia Kielar, Youth Program Manager, with questions: ahnastasia@tbpm.org or 781-839-9143.