



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

**The Organization**

The Boston Project Ministries is a non-profit, Christian community development organization that equips neighbors, volunteers, and churches to build strong communities characterized by God's shalom. We are located in Dorchester, and we have 28+ years of experience in youth programming, community organizing, and volunteerism.

**Program Description**

The *Brotherhood-Sisterhood Program* is a six-week, leadership development, and social justice program, serving predominantly young teenagers of color age 12 - 14 in Codman Square, Dorchester. The purpose of this program is to develop ten to twelve participants into strong and confident young men and women with exemplary character and to inspire them to be agents of positive change in their community.

Through the program, *Brothers and 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 *servant leaders*. Each week participants will learn through discussions, field trips, guest speakers, and hands-on volunteer projects.

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

**Position Summary**

The Program 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 one to two older teenage (age 16 – 19) Peer Leaders whose primary responsibility is to assist the Coordinator in the successful implementation of the program. In addition to other duties, the Program Coordinator will participate in job-readiness training to equip youth with workplace and career skills. The Coordinator's position is full-time, approximately 35-40 hours weekly, of which high school-age teenagers are employed for 25-30 hours weekly. The Coordinator reports to The Boston Project's Youth Program Manager.

**Key Accountabilities**

- Serve as a role model and cultivate positive, supportive relationships with youth participants
- Focus on achieving both youth and community program outcomes
- Review, contribute to and teach program curriculum

- Provide leadership for all program activities, including planning and executing learning activities, field trips, guest speakers, and volunteer projects
- Serve in a supervisory role (providing daily work direction) for 1-2 youth employees
- Evaluate employment experience with teens at the 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
- Approve youth timesheets daily
- 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
- Participate in staff meetings and debriefings to evaluate and make program improvements
- Other duties and program assignments as necessary

### **Key Qualifications**

- **Strong preference for a candidate with experience working with middle school students**
- Experience working with teens, particularly in a supervisory role
- 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 \$18.50 per hour.

**Hours:** Monday through Friday; 8:30 AM-5:00 PM with a 30-minute unpaid lunch break daily. Occasional evenings. The Big Event is Wednesday evening, August 14, 2024.

**Dates:** June 10, 2024 – August 16, 2024 (10 weeks; 7 weeks of programming).

**To Apply:** visit [www.tbpm.org/summerstaff](http://www.tbpm.org/summerstaff). No application deadline. Position contingent upon securing funding sources.

Contact Amber Jogie, Youth Program Manager, with questions: [amber@tbpm.org](mailto:amber@tbpm.org) or 508-964-2009.