



**The Boston Project Ministries  
Elmhurst Park Program Coordinator  
(Full-Time, Seasonal)  
Job Description**

**The Organization**

**Mission:** 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 *Elmhurst Park Program* (EPP) is a free, drop-in program for children ages 5-11 at a City of Boston park near the Boston Project Ministries. EPP operates Monday to Thursday afternoons for six weeks of the summer, with an average daily attendance of 30-40 children. EPP focuses on building a community amongst neighborhood kids with an emphasis on FUN, faith, fitness, fine arts, and friendships.

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

**Position Summary**

The Elmhurst Park Program Coordinators are a 3-person adult team that oversees daily operations of the summer programming at Elmhurst Park. There are three Coordinator roles: (1) the Senior EPP Coordinator, (2) the Creative Arts Coordinator, and (3) the Health & Fitness Coordinator.

As a team, the Coordinators are responsible for developing and facilitating program activities including a daily Bible Club (45-60 minutes), health & fitness activities (45-60 minutes), creative arts activities (visual and performing (45-60 minutes), and lunch, snacks, bathroom breaks, and free play time. The team will supervise 3-4 teen employees plus 5-10 volunteers daily, develop relationships with children and their parents, and assist in peacefully resolving conflicts that may occur at the park.

The Senior EPP Coordinator reports to The Boston Project's Youth Program Manager. The Creative Arts Coordinator and Health & Fitness Coordinator report to the Senior EPP Coordinator. In addition to other duties, EPP Coordinators may 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 teenagers are employed for 25 hours weekly.

**Key Accountabilities**

The Elmhurst Park Program Coordinators are responsible for the Key Accountabilities listed below:

- Plan, facilitate, and evaluate an outcome-based program designed for children ages 4 to 11.
- Design and implement a variety of activities, including large-group and "center" style activities.
- Coordinate special events with partner organizations and special guests.
- Daily orientation and supervision of 5-10 volunteers assisting with park programming.

- Share about faith in Jesus Christ through teaching lessons and activities, informal conversations with children, teens, and parents, and in personal actions characterized by a vibrant faith.
- Serve as a role model and cultivate positive, supportive relationships with youth employees
- Focus on achieving both youth and community program outcomes
- Review, contribute to and teach program curriculum
- Serve in a supervisory role (providing daily work direction) for 3-4 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 and parents
- 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 in working with children** (children's ministry, children's pastor) and program management
- Also candidates with experience working with children in health & fitness and/or creative arts
- 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.
- Multi-lingual, specifically Spanish speaking, is a plus
- Previous experience working with youth in a multi-cultural setting a plus

**Compensation:** This is a seasonal non-exempt position with a beginning pay rate of \$18.50 per hour. Senior Elmhurst Park Coordinator will be paid at a higher rate due to additional responsibilities.

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

**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.