



**The Boston Project Ministries
Elmhurst Park Senior Program 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 Elmhurst Park Program (EPP) is a free drop-in program for children ages 5-11 at a City of Boston park. EPP operates Monday to Thursday afternoons from 12:15-4:15 PM for six weeks of the summer, with an average daily attendance of 20-40 children. EPP focuses on building a community amongst neighborhood kids with an emphasis on FUN, faith, fitness, fine arts, and friendships.

Position Summary

The EPP Senior Program Coordinator is responsible for the overall success of the Elmhurst Park Program. The Senior Program Coordinator supervises adult, youth staff, and volunteers, and connects with parents and partners. The EPP Senior Program Coordinator supervises two Program Coordinators. Their roles are either (1) the Creative Arts Coordinator and (2) the Health & Fitness Coordinator.

As a team, the three Coordinators are responsible for developing and facilitating program activities, including a Bible Club (45-60 minutes), health & fitness activities (45-60 minutes), creative arts activities (visual and performing 45-60 minutes), 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 EPP Senior Program Coordinator reports to BPM's Summer Youth Program Manager. The Creative Arts Coordinator and Health & Fitness Coordinator report to the EPP Senior Program Coordinator. In addition to other duties, EPP Coordinators may participate in job-readiness training to equip high school youth with workplace and career skills. The Senior Program Coordinator's position is full-time, approximately 35-40 hours weekly, working alongside teenagers for 25 of those hours weekly.

Key Accountabilities

The EPP Senior Program Coordinator is responsible for the Key Accountabilities listed below:

- Plan, facilitate and evaluate an outcome-based program designed for children ages 5 to 11.
- Design and implement various activities, including large-group and "center" style activities.
- Coordinate special events with partner organizations and special guests.

- Serve in a supervisory role (providing daily work direction) for 2 Program Coordinators.
- Serve in a supervisory role (providing daily work direction) for 3-4 teenage employees.
- 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 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 the program curriculum
- 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 in working with children** (children's ministry, school teacher, children's pastor, experience with creative Bible teaching)
- Experience working with teens, particularly in a supervisory role
- Background in teaching and lesson planning and program management
- 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.
- Previous experience working with children and youth in a multicultural setting is a plus

Compensation: This is a seasonal non-exempt position with a pay rate of \$20.00-\$24.00 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 <https://www.tbpm.org/jobs/>. No application deadline until position is filled.

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