



**The Boston Project Ministries
Mental Health Ambassadors 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 Mental Health Ambassadors (MHA) is a peer leadership and career-readiness program that addresses this mental health crisis through youth-led education, resource-sharing, innovative self-care workshops, and city-wide coalition building. Core participants, in turn, reach hundreds of youth, parents, and community residents through their initiatives.

Visit our website to learn about the program: <https://www.tbpm.org/youth/mental-health-ambassadors/>

Position Summary

The Mental Health Ambassadors (MHA) Program Coordinator leads a team of youth employees (ages 14-18) with the Senior Program Coordinator in targeted mental health promotion projects. MHA has a two-tiered youth leadership structure, which includes (1) Peer Leaders who are experienced in the program and (2) MHA teenagers who are newer to the program. The Program Coordinator is primarily responsible for facilitating daily program activities for the newer MHA youth including team building, program facilitation and instruction, and outreach activities. Your supervisor, the Senior Program Coordinator, primarily works with MHA Peer Leaders, and incorporates their leadership in certain activities with the MHA youth.

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 teenagers are employed for 25 hours weekly. The Coordinator reports to the Mental Health Ambassador Senior Program Coordinator.

Key Accountabilities

Mental Health Ambassadors Coordinator will be responsible for the Key Accountabilities listed below:

- Serve as a role model and cultivate positive, supportive relationships with youth employees
- Creating weekly lesson plans that focus on achieving both youth and community program outcomes

- Collaborate with Senior Program Coordinator to review and contribute to and teach program curriculum
- Provide leadership for all MHA activities, including planning and executing events, activities, or projects and presentations that involve visual or performing arts
- Serve in a supervisory role (providing daily work direction) for 6-9 youth employees
- Foster leadership development in all youth employees
- Evaluate employment experience with 5-7 MHA Youth employees 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 5-7 MHA youth (excluding Peer Leaders) 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 a foundational knowledge of mental health**
- 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 multitask, move at a quick pace and work on a team.
- Preferably a candidate with previous experience working with youth in a multicultural setting

Compensation: This is a seasonal non-exempt position with a pay rate of \$19.00-\$21.00 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 15, 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.