



**The Boston Project Ministries  
Summer Youth Program Manager  
(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.

**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. The Summer YPM oversees the Elmhurst Park Program and our middle school leadership development program (Brotherhood & Sisterhood). In addition to other duties, the Summer YPM will support the Youth Program Manager with the 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.

*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.

*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.

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:

Relational Ministry (25%)

- Be available to spend time with youth throughout the program day
- One-on-one time with youth who are in need of an adult mentor

Program Oversight: Elmhurst Park Program, Brotherhood/Sisterhood (30%)

- Be familiar with program outcomes, goals, and objectives and ensure their completion
- Support Program Coordinators with program leadership and programmatic decisions
- When needed, attend field trips or volunteer days with the team
- Assist with one-on-one support for teen employees and children 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

#### Youth Employment Training (10%)

- Support YPM in reviewing curriculum and make pre-summer improvements in consultation with youth team
- Assist YPM in organizing logistics for training, including outdoor setup, breakfast foods, and plans for virtual meetings during inclement weather
- Prepare to present lessons yourself. Lessons should be interactive and can involve small groups.

#### Summer Staff Orientation, Meetings, Closure (20%)

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

#### Data Collection & Paperwork (with Jazmin Monterroso) (15%)

- Collect and report all necessary data for EPP and Brotherhood/Sisterhood
- Ensure all youth timesheets are completed and approved by Fridays
- Approve staff timesheets weekly (Brotherhood/Sisterhood. EPP)

#### 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
- 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**
- **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
- 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.
- 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 \$22.50-\$25.00 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](mailto:amber@tbpm.org) or 508-964-2009.