



Elmhurst Park Program Coordinator Job Description

The Organization

Boston Project Ministries (BPM) is a non-profit, Christian community development organization that equips neighbors, volunteers, and churches to build strong communities characterized by God's shalom.

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 seven 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 faith, fun, 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 5-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) three EPP Program Coordinators, and (3) a Registration/Parent Liaison Coordinator.

As a team, the Coordinators are responsible for developing and facilitating program activities including a Bible Club, health & fitness activities, creative arts activities (visual and performing), themed events, and manage lunch, snacks, bathroom breaks, and free play time. The team will supervise 4 teen employees plus volunteers, develop relationships with children and their parents, and assist in creating a positive and peaceful environment at the park for children to thrive.

The Senior EPP Coordinator reports to the Boston Project Ministries' Executive Director. The Program Coordinators and Registration/Parent Liaison 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 position is full-time, approximately 35-40 hours weekly.

Key Accountabilities

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

- Contribute to a healthy and functioning leadership team over the Elmhurst Park Program.
- Plan, facilitate, and evaluate an outcome-based program designed for children ages 5 to 11.
- Design and implement a variety of activities, including large-group and "center" style activities.
- As part of the team, decide what program areas you will help to oversee.
- Coordinate special events (Themed Thursdays) with partner organizations and special guests.
- Share about faith in Jesus Christ through teaching lessons and activities, informal conversations with children, teens, and parents, and personal actions characterized by a vibrant faith.
- Serve as a role model and cultivate positive, supportive relationships with youth employees
- Daily orientation and supervision of volunteers assisting with park programming.

- Serve in a supervisory role (providing daily work direction) for youth employees
- Implement discipline procedures when necessary
- 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, afterschool programs, etc.) 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 multicultural setting is a plus

Compensation: This is a seasonal non-exempt position with a pay rate of \$20.00-\$22.00 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 Tuesday evening, August 12, 2025.

Dates: June 9, 2025 – August 15, 2025 (10 weeks; 7 weeks of programming).

To Apply: visit <https://www.tbpm.org/jobs/>. No application deadline until positions are filled.

Contact Jazmin Monterroso, Operations Manager, with questions: Jazmin@tbpm.org or 617-962-9905.