



Elmhurst Park Senior 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 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 three Program Coordinators and the 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), lunch, snacks, bathroom breaks, and free play. The team will supervise 4-5 teen employees daily, plus volunteers, develop relationships with children and their parents, and assist in peacefully resolving conflicts that may occur at the park.

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, with approximately 35-40 hours worked weekly, including 25 hours spent working alongside teenagers. The EPP Senior Program Coordinator reports to the Executive Director.

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 3 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, 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 multitask, 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 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.