



## **Mental Health Pioneers 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**

Mental Health Pioneers (MHP) represents a progression in leadership, peer influence, and action, engaging 4 youth aged 16-18, who have already graduated from Mental Health Ambassadors or an equivalent program. The goal is to **prepare them to design and deliver mental health training, support peer wellness, and lead community and city-wide initiatives.**

Pioneers will advance their training with a 12-hour train-the-trainer series with Dr. Gayl Swaby, receive additional professional development, and explore college and career pathways. They will continue to hone their self-care practices and learn to educate peers on coping strategies.

They will create educational materials, facilitate 10 training sessions with youth-serving organizations, and run art-based self-care workshops reaching 200+ youth. Pioneers will also support Ambassadors in collecting surveys and developing actionable strategies based on data analysis. Pioneers will partner with other youth programs to advocate for city-wide mental health initiatives and policy change.

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

### **Position Summary**

The Mental Health Pioneers (MHP) Program Coordinator leads a team of 2-4 youth employees (ages 16 – 18) in targeted mental health promotion projects during the summer. The Program Coordinator will continue to expand partnerships throughout the summer. This includes scheduling MHA-led workshops, visiting other youth organizations, building relationships with elected officials, and attending networking opportunities.

In addition to other duties, the Program Coordinator may participate in job-readiness training to equip youth with workplace and career skills. The Coordinator's position is full-time, approximately 35-40 hours a week, of which teenagers are employed for 25-30 hours a week. The Program Coordinator reports to the Summer Youth Program Manager.

### **Key Accountabilities**

Mental Health Pioneers 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
- Review, contribute to, and teach program curriculum
- Provide leadership for all MHP activities, including planning, executing events, activities, and projects, as well as presentations.
- Serve in a supervisory role (providing daily work direction) for 2-4 youth employees.
- 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 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 \$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 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 the position is filled.

Contact Jazmin Monterroso, Operations Manager, with questions: [Jazmin@tbpm.org](mailto:Jazmin@tbpm.org) or 617-962-9905.