



## **Summer Youth Program Manager 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.

### **Position Summary**

We are seeking a **Summer Youth Program Manager (SYPM)** to oversee and support the operation of multiple seasonal youth programs. This person will support a team of 6 young adult staff members and 30-40 youth across a range of employment and leadership development programs. The SYPM oversees the Program Coordinators, who lead three high school employment teams; Mental Health Pioneers, Mental Health Ambassadors, and Artists in Action, as well as our middle school leadership development program, the Brotherhood & Sisterhood. In addition to other duties, the SYPM will support job-readiness training for our high school employees, equipping them with workplace and career skills and support the team leading our weekly teen nights on Thursday evenings.

The SYPM works collaboratively with the Executive Director and the Director of Neighborhood Engagement in matters related to families, neighbors, and community projects. The manager's position is full-time, approximately 35–40 hours a week, and reports to the Executive Director.

Visit our website to learn more about the youth program: <https://www.tbpm.org/youth/>

### **Key Accountabilities**

The Summer Youth Program Manager is responsible for the Key Accountabilities listed below:

Oversight of Middle School and High School Programs: (50%) - 15-20 hours per week

- Be familiar with each program's outcomes, goals, and objectives, and ensure their completion
- Provide high-level supervision and coordination across multiple youth programs to ensure smooth operations (includes working with the leadership team on space and calendar issues)
- Support coordinators with leadership coaching and problem-solving when challenges arise.
- Facilitate transparent communication between program coordinators and the leadership team.
- When needed, attend field trips or volunteer days with the team
- Meet with Program Coordinators one-on-one to discuss progress and planning
- Support Program Coordinators in their own professional development
- Assist with one-on-one support for teen employees and children as needed (ie. behavior issues, family challenges, with cultural awareness and sensitivity)
- Be available to connect with parents and guardians to provide updates, possibly create and send a weekly email
- Conduct regular and end-of-the-summer evaluations of the program

#### Summer Staff Orientation, Staff Meetings, Closure (25%) - 10 hours per week

- Participate in summer staff orientation as required.
- Facilitate Team building with staff.
- Co-lead with the Executive Director the morning staff meeting - devotionals, prayer, logistics
- Co-lead with Executive Director, afternoon staff debriefing meeting - highlights, challenges, troubleshooting
- Attend and participate in leadership team meetings
- Assist with Friday afternoon staff lunch and professional development
- Co-lead end-of-summer closure and evaluation with staff

#### Youth Employment Training (10%) - 3-4 hours per week

- Assist the team with organizing training logistics, including indoor or outdoor set up, providing breakfast, and coordinating virtual meetings in case of inclement weather.
- Support training sessions by attending all gatherings and ensuring that rented spaces are clean and properly secured afterward.
- Prepare and deliver interactive lessons as requested, incorporating activities to engage youth

#### Teen Nights (10%) - 3-4 hours per week

- Support Teen Night by attending all gatherings and actively contributing to the planning team, led by the Operations Manager.
- Manage communication with youth and parents about the weekly gatherings.
- Help collect data and stories to support grant reporting.

#### Relational Ministry (5%) - 1-2 hours per week

- 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

#### 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 with a member of the leadership team
- Act as on-site point person with partner organizations in collaboration with a leadership team member
- Follow the off-site safety policy on field trips with youth participants
- Assist with program photo and video documentation
- Collaborate with other Boston Project Summer and Neighborhood Engagement programs
- Assist as requested in completing any grant reporting for designated program areas
- Other duties and program assignments as necessary.

#### Key Qualifications

- **Strong Leadership and Management Skills** – Proven ability to lead and manage a team of program staff and youth, providing both strategic oversight and hands-on support.
- **Experience in Youth Development** – Minimum of 2–3 years of experience working with youth in a leadership or supervisory capacity, preferably in a community-based or faith-based setting.
- **Effective Communication** - Strong verbal and written communication skills, able to compose emails quickly, able to receive messaging from the leadership team and reiterate to staff and youth in a clear and compelling way..

- **Interpersonal Skills** – Ability to build positive relationships with youth, staff, parents, and community partners.
- **Problem-Solving and Adaptability** – Skilled at identifying challenges, resolving conflicts, and adjusting plans as needed to ensure program success.
- **Organizational and Time-Management Skills** – Ability to manage multiple programs, schedules, and responsibilities effectively.
- **Cultural Competency and Sensitivity** – Understanding of and commitment to working in a diverse urban community setting.

**Compensation:** This is a seasonal non-exempt position with a pay rate of \$24.00- \$28.00 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.