



Summer Volunteer Engagement 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.

Position Summary

The Summer Volunteer Engagement Coordinator (SVEC) oversees the coordination and implementation of volunteers and the service and outreach projects for two key programs; the Summer Youth Programs and the Summer Missions Program (SMP).

In partnership with the Executive Director and the Director of Neighborhood Engagement, the SVEC will foster relationships with neighborhood residents, churches, and community organizations and organize meaningful projects for program participants. They will also supervise summer staff activities at service projects to ensure quality work. The SVEC reports to the Executive Director.

Summer Missions Program Description

The Summer Missions Program (SMP) is a cross-cultural learning and justice trip program for Christian youth groups. Since 1996, BPM has hosted church youth groups (middle school and high school) that have joined us by spending a week of their summer participating in a cross-cultural, service-learning experience in the city designed to help teenagers practice what it means to love God and love their neighbors. Typically, church youth groups stay overnight with us from Sunday through Friday. During the week they are involved in program activities that focus on God's heart for justice and service activities that give them the opportunity to live that out.

Key Accountabilities

Manage Volunteer Systems - 20%.

- Serve as the liaison between BPM and summer volunteers. Respond to inquiries, register volunteers, collect necessary data and forms, and manage information in database.
- Organize and manage the tool garage for volunteer projects.
- Work with Director of Neighborhood Engagement to support age-strong neighbors with home projects and greenspace projects

Volunteer Engagement

- Assist with training and oversight of staff around project safety procedures, tool use, and how to lead a service and outreach site effectively
- Provide an orientation/learning time for all volunteer groups when they arrive and a closing/debriefing at the end of their day.
- Coordinate daily schedule for service and outreach projects

- Assist with the selection of potential projects, including visits with homeowners or organization
- Create written instructions for each project, including contact, tools needed, team size needed, and a step-by-step narrative describing the work that needs to be completed
- Daily preparation of project tools; run tools to the site when missing
- Daily assessment of project status, revising work goals daily
- Perform a follow-up visit and evaluation at the completion of each service project for quality; strategize a plan to complete the site if not done to standards
- Serve as a liaison between worksite groups and homeowners or partner organizations

Summer Missions Program

- Assist Executive Director in planning week long experience for a church youth group
- Facilitate program including morning devotions, daily debrief, and evening programming.
- Work with team to plan meals for volunteers and food shopping
- Plan all service projects for team, and
- Oversee additional staff or volunteers hired to help facilitate the week.

Youth & Families Program

- Coordinate service and outreach projects on an as-needed basis
- Assist with the selection and evaluation of potential projects
- Preparation of tools needed for a project
- Assist Program Coordinators with the implementation of the project when necessary
- Train youth around safety procedures and tool use.

Qualifications

- Experience with project management skills; managing 4-8 projects daily
- Ability to train young adults in project management and quality painting/landscaping
- Experience working with power tools and landscaping equipment;
- Ability to train staff and ensure safety protocols at service projects
- Must be at least 20 years old or have completed one full year of college
- Ability to multi-task, move at a quick pace, and work on a team
- Driver's license required. Transportation (your own vehicle) a plus. Compensation provided for gas.
- Previous experience working with youth in a multicultural setting a plus
- Essential physical requirements for this job include working outdoors in all weather conditions, lifting and carrying up to 50 pounds, climbing a ladder, and using power tools.

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).

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

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