



**The Boston Project Ministries  
Elmhurst Park Coordinator  
(Full-Time, Seasonal)  
Job Description**

**The Organization**

The Boston Project Ministries [TBPM] is a non-profit Christian community development organization, which mobilizes neighbors, volunteers, and churches to help build strong communities characterized by God's shalom. We are located in the Talbot-Norfolk Triangle [TNT] neighborhood in the Codman Square, Dorchester section of Boston serving the 550+ families that reside within our 13-streets. From our *Neighborhood Ministry House* we run a host of relational-based Youth & Family programs including leadership development programs, teen employment, youth and adult Bible studies, and a summer park program for kids. We are also a key support to the community organizing and civic stewardship efforts of the TNT Neighbors United association. Finally, we assist homeowners, seniors, and partner organizations by mobilizing 500+ volunteers a year in community improvement projects and in serving families. All together, these initiatives are leading to significant individual and community transformation.

**Elmhurst Park Program Description**

The Elmhurst Park Summer Program is a six-week drop-in program designed to provide academic, fitness, social, arts, and spiritual development activities for children, ages 5-12 (or as we say "Faith, Fitness, Fine Arts, Friendship, and FUN). Our key organizational outcomes include connecting children to God, connecting neighbors-to-neighbors (both child-to-child and inter-generational) and connecting children with the larger world around them.

**Position Summary**

The Elmhurst Park Coordinator helps achieve our goal of supporting youth and families by providing holistic programming for elementary age students. The Coordinator will also help supervise three-to-four older teen employees (25 hours per week) and 5-10 volunteers daily who assist in the success of the program. The Elmhurst Park Coordinator reports to the Elmhurst Park Manager.

**Key Accountabilities**

- Serve as a role model and cultivate positive, supportive relationships with youth employees
- Be willing and able to share about faith in Jesus Christ through teaching lessons and activities, informal conversations with children, teens, and parents, and in actions characterized by a vibrant faith.
- Help plan, facilitate, & evaluate an outcome-based program designed for children ages 5 to 12.
- Maintain attendance records and any other data collection methods for child participants
- Build strong relationships with parent/guardians of children participating in park program
- Assist as needed in facilitating lunch program

- Assist in resolving conflicts with children, teenagers, and parents as necessary.
- Enforce discipline procedures when necessary
- Assist in providing direction for teen staff
- Evaluate employment experience with teen employees at beginning, mid- and end of summer
- Assist as requested in completing any grant reporting for designated program areas
- Participate in staff meetings and debriefings with team to evaluate and make program improvements
- Other duties and program assignments as necessary

**Qualifications**

- Loves to see children and teens discover who God has made them to be.
- Experience working with children in a high-energy outdoor environment
- Ability to lead children's programming and equip others to do the same
- Experience in lesson planning and creating schedules required.
- Familiarity with a trauma-informed framework a plus
- 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
- Previous experience working with children and teens in a multi-cultural setting a plus
- Willingness to work outdoors in all weather conditions

**Compensation:**

This is a seasonal non-exempt position with an hourly pay rate based on prior experience.

**Hours:**

Monday, Tuesday, Wednesday, Thursday; 8:30 AM-5:00 PM with a 30-minute unpaid lunch break daily.  
Friday; 9:00 AM – 2:00 PM

**Dates:** June 25 (flexible) – August 17 (8 weeks; 6 weeks of programming)