



**The Boston Project Ministries
Healthy Youth Champions 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.

Program Description

The Healthy Youth Champions is a six-week summer program that employs high school youth to engage in projects that advance the neighborhood's emerging goals related to the environment, health, safety, and connectedness.

The Healthy Youth Champions will focus on advancing the community's emerging goals related to improving the physical health of residents. This Community Health Team will lead a variety of projects to learn about healthy eating and exercise habits, promote local resources available that support a healthy lifestyle for residents, educate elementary students, and conduct surveys with residents to inform the formation of a Neighborhood Health Council in Fall 2018.

Position Summary

The Healthy Youth Champions Coordinator leads a team of 4-6 youth employees in targeted projects during the summer. In addition to other duties, the Healthy Youth Champions will also participate in job-readiness trainings that are aimed at equipping youth with skills necessary to be prepared for success in work and career. Teens are employed for 25 hours per week. The Coordinator reports to the Director of Programs and Leadership Development

Key Accountabilities

The Healthy Youth Champions Coordinator will be responsible for the Key Accountabilities listed below:

- Serve as a role model and cultivate positive, supportive relationships with youth employees

- Help plan for, facilitate and evaluate a community health focused, outcome-based summer program directed to teen employees.
- Lead trainings and/or work with guest instructors to provide skill-based trainings
- Serve in a supervisory role (providing daily work direction) for 6-8 youth employees
- Evaluate employment experience with teen employees at 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
- 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
- Assist with Tuesday evening Bootcamp class at Elmhurst Park; 6:00-7:30 PM
- Other duties and program assignments as necessary (potentially 1-2 evenings per week)

Qualifications

- Experience working with teens, particularly in a supervisory role
- Experienced in healthy lifestyle issues (nutrition, exercise, health education, etc.)
- Experience with data collection and/or statistics a plus
- Background in teaching and/or lesson planning.
- Ability to plan a project for a team and execute all aspects of the project from start to completion. Strong youth management skills
- Willingness to work outdoors in all weather conditions and engage in physical labor
- 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 youth in a multi-cultural setting a plus

Compensation:

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

Hours:

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

Tuesday; 8:30-5:00 PM and then 6:00-7:30 PM with a 30-minute unpaid lunch break.

Friday; 9:00 AM – 2:00 PM

* This position may require some late afternoons / early evenings (5:00-7:00 PM) for data collection in the neighborhood. Hours will be adjusted accordingly

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