

**Intercommunity Mercy Housing
Evergreen Vista Apartments**
1209 Fern St SW
Olympia, WA 98502
(360) 352-1315
www.mercyhousing.org
Contact Person: Katie Parker (206) 838-5700 x11
kparker@mercyhousing.org
Site Supervisor: Paul Grudis (360) 352-1315
pgrudis@mercyhousing.org

Vehicle Required: No
Driver's License Required: Yes
On bus route: Yes
Minutes from downtown 5
Olympia: minutes
Auto Insurance Required: No
Background Check Yes
Required:

TITLE: Assistant Resident Services Coordinator

HOURS OF SERVICE: 10:00 a.m. to 6:00 p.m., M – F.

SERVICE DESCRIPTION: Assist the Resident Services Coordinator in the planning, implementation, and evaluation of children's educational support services and adult resident services.

SITE DESCRIPTION: Evergreen Vista Apartments is a 154-unit affordable housing development serving families earning 60% or less of the area median income. Intercommunity Mercy Housing supports residents with a variety of on-site services, including after school and summer programs for children, financial education and other life skills classes for adults, and information and referral to other community resources.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

1. Providing direct supervision for children ages 5—16 in the after-school Homework Club program.
2. Providing educational programs and activities that will strengthen literacy and math skills and arts appreciation. Assisting in special events and field trips.
3. Supplement the coordination of the emergency food pantry, the delivery of food and snacks for the after-school program and the management of household items donations.
4. Recruit volunteer tutors for Homework Club.
5. Assist in organizing family dinners and other community events.
6. Assisting children and adults in the proper use of the computer lab.
7. Tutoring children at Hansen School.
8. Other duties as assigned.

REQUIRED QUALIFICATIONS:

Should have a desire to work with at-risk children and their families; possess enthusiasm, flexibility, and the ability to work independently of immediate supervision. Familiarity with computer hardware, software and applications desired. Should also have the ability to work flexible hours if necessary.