

AMERICORPS POSITION DESCRIPTION

Intercommunity Mercy Housing

Evergreen Vista Apartments

1209 Fern St SW

Olympia, WA 98502

Phone Number: (360) 352-1315

Website: www.mercyhousing.org

Contact Person: Katie Parker (206) 838-5700 x11

kparker@mercyhousing.org

Site Supervisor: TBD - (360) 352-1315

Vehicle Required: No

Driver's License Required: Yes

On bus route: Yes

Minutes from downtown

Olympia: 5 minutes

Auto Insurance Required: No

Background Check Required: Yes

TITLE: Resident Services Assistant

HOURS OF SERVICE: 10:00 a.m. to 6:30 p.m., M – F.

POSITION 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 furniture 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. 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.