

AMERICORPS POSITION DESCRIPTION

Evergreen Vista Apartments
1209 Fern St SW
Olympia, WA 98502
(360) 352-1315

<https://www.mercyhousing.org/washington-evergreen-vista>

Site Supervisor: Xyzleena Brownell,
(360) 352-1315
xbrownell@mercyhousing.org

Serves Vulnerable Population: Yes
Background Check(s) Required: Yes
Driver's License Required: No
Vehicle Required: No
Auto Insurance Required: No
On bus route: 47
Minutes from downtown
Olympia: 4

TITLE: Resident Services Assistant

HOURS OF SERVICE: 8:30 am - 5:00 pm M-F

POSITION DESCRIPTION: As an AmeriCorps Member, you will have the opportunity to work with at-risk youth in our after-school programming as well as work with low income families and provide them with necessary resources. You will become an intricate member of the community by helping coordinate programming such as the Homework Club and our community garden; you will also be able to provide direct support to families by maintaining the on-site food bank.

SITE DESCRIPTION: Evergreen Vista Apartments is a property of Mercy Housing, a national non-profit organization whose mission is "To create stable, vibrant and healthy communities by developing, financing and operating affordable, program-enriched housing for families, seniors and people with special needs who lack the economic resources to access quality, safe housing opportunities." Resident Services is an integral part of Mercy Housing's mission, providing programming and resources to residents and community members. We offer after-school programming, parenting courses, CPR certification, an on-site food bank and an on-site health clinic provided by Sea Mar Community Health Centers. We also offer cooking classes, fitness courses, self-care workshops and many other programs to enrich the lives of our residents and community members.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Provide educational support to youth during after-school programming
- Maintain and coordinate the on-site satellite food bank
- Distribute information to residents and families
- Help facilitate and plan community events
- Create curriculum to be used during after-school programming
- Help maintain community gardens with youth engagement
- Assist Resident Services Staff

REQUIRED QUALIFICATIONS:

- High School Diploma or GED
- Experience working with children is preferred but not required
- Ability to lift 25lbs.