AMERICORPS POSITION DESCRIPTION

TITLE: Resident Services Assistant

HOURS OF SERVICE: 10AM-6:30PM (Monday, Thursday, Friday) ; 9AM – 6PM (Tuesday, Wednesday)

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 programs such as Homework Club; 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, and an on-site food bank. 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
• Help create monthly newsletters and calendars
• Assist Resident Services Staff

REQUIRED QUALIFICATIONS:

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