

JOB DESCRIPTION

Resident Service Coordinator of Out of School Time at Emerald City Commons

About Urban Impact: We are a non-profit organization with a consistent presence in the Rainier Valley since 1987, addressing core urban challenges and building thriving neighborhoods. Our mission is to break the cycle of social, material, and spiritual poverty and build healthy communities.

Position Overview:

This is a full-time position serving as the Resident Services Coordinator (RSC) of Out of School Time (OST) at Emerald City Commons (ECC).

Background:

Urban Impact (UI) and Mercy Housing NW (MHNW) work in partnership to serve the residents of Emerald City Commons, a 61-unit affordable housing development situated next door to the UI main offices. This position is one of two Resident Service Coordinators at ECC. The UI RSC focuses on Out of School Time (OST) and community building. The Mercy Housing NW RSC focuses on the residents' financial & housing stability and health & wellness. There are currently about 75 children in the building with 15-20 children participating in OST programs at ECC (4-5 days/week).

Objective:

The Resident Service Coordinator of OST works to support the children and families of ECC by planning and facilitating programs and events at ECC and fostering engagement with Emerald City Bible Fellowship (ECBF) and the surrounding neighborhood.

Reports to:	Director of Community Development and Outreach at UI@ECBF and also to the VP of Neighborhood Transformation and to the Senior Pastor of ECBF.
Employment Status:	Full-Time, flexible hours, non-exempt, overtime must be approved in advance
Compensation:	\$60,000 annually Benefits include medical, dental, sick and vacation time and a small disability and life insurance policy.

General Responsibilities for RSC role at ECC:

- **Run Out of School Time (OST) programs** (aka Homework Club) for the K-8 students of ECC (3-5:00pm, in the ECC Community Room)
 - Plan curriculum, programs and snacks that are culturally appropriate and help the children thrive academically and emotionally.
 - Build relationships and regular check-in with parents and teachers.
 - Connect with the parents and teachers to help form individualized learning assistance for each student.
- **Host monthly community building events** (in collaboration with MHNW RSC)
- **Collaborate with MHNW to**
 - Co-manage the Community Room with MHNW staff for cleanliness, function, calendar and program use.

- **Volunteer Engagement**
 - Manage volunteer recruiting and training in alignment with Urban Impact's mission and values.
- **Run a Summer Enrichment Program for ECC students (typically 6 weeks)**
 - Set and oversee schedule and programming
 - Plan curriculum, activities/field trips, lunch schedule
 - Recruit, train, supervise interns and program volunteers
- **Data collection, management and reporting**
 - Collect data, track, evaluate and complete UI and Mercy Housing NW reports
 - Participate in the SOWA (School's Out WA) grant trainings, reporting, etc.
- **Qualifications**
 - Professing and active follower of Jesus
 - Practitioner of cultural humility and racial reconciliation
 - Able to effectively carry out quality programs for the children of ECC
 - Able to work well and communicate with parents and teachers
 - Knowledge of the Christian Community Development Principles (see ccda.org)
 - Has a collaborative approach to program development
 - Able to effectively manage multiple projects simultaneously and meet deadlines
 - Able to effectively recruit, develop and support volunteers
 - Experience with maintaining updated records and data
 - Exercise spiritual discipleship and accountability
 - Work to resolve any/all conflicts for the sake of cultivating a safe and healthy work environment
 - Has a current driver's license
 - Has a current food handler's permit
 - Has a current verification of CPR & First Aid Training
- **Preferred Qualifications**
 - Member of ECBF or willing to explore connections and relationship with ECBF.
 - Demonstrated minimum of 2 years of experience working with diverse multi-ethnic, multi-generational and socio-economic communities, with cultural competence and understanding of racial equity
 - Experience in creating and implementing effective children's, youth and family programs
 - Experience working with technology, including but not limited to Google Drive and Microsoft Office

To submit an application, please send a cover letter and resume to: hr@urbanimpactseattle.org.

For more information about Urban Impact and Emerald City Bible Fellowship, please visit: www.urbanimpactseattle.org and www.emeraldcitybible.org.