

Faircliff Plaza West Resident Services Coordinator

PROPERTY: Faircliff Plaza West

SUPERVISED BY: Property Manager

PROGRAM DIRECTION: FPWCCA

POSITION: Part Time, 32 hours per week during the DCPS school year. 40 hours per week during the 5 week summer camp.

BACKGROUND: Faircliff Plaza West Apartments (FPW) is a 112 unit, Project Based Section 8, apartment complex in the Columbia Heights neighborhood of Washington, DC. Faircliff Plaza West Apartments was acquired in 2005 by Somerset Development Company, LLC with its limited partners and the FPW Tenant Association. The Ownership (FPW, LP) provides a share of net cash flow for resident services and has partnered with Faircliff Plaza West Community Center Association (FPWCCA), a 501 (c) 3 non-profit entity to provide those services. The goals of the resident services program are to provide community activities, educational and social services to the residents of FPW and surrounding community.

Habitat America, the management agent for the Ownership, formed in 1988, is a minority, woman-owned and operated third-party property management firm with over 25 years of experience. For over 30 years, Habitat America has been managing apartment communities with the highest level of service for their residents. Habitat America currently offers educational programs and support services for its residents at seven apartment communities. The company currently has a portfolio of over 10,000 units in more than 100 apartment communities.

The Resident Services Coordinator is employed and supervised Habitat America and FPWCCA will provide program direction.

GENERAL RESPONSIBILITIES: The Resident Services Coordinator is responsible for the design, implementation, and management of a homework help and summer youth programs at Faircliff Plaza West. The homework help program will serve up to 10 children in grades k-12. Summer camp will serve up to 30 children for children in grades k-5th. This position is also responsible for coordinating and implementing social activities, employment and educational programs for adults & seniors.

Specific Responsibilities include, but are not limited to, the following:

- 1. Plan and Implement Homework Help & Summer Program:** Plan and lead educational and recreational programming for children and youth including a homework help program and summer camp for elementary school students. The homework help programs is designed to ensure homework completion, and prevent learning loss over the summer.
- 2. Facilitate Communication with Program Parents and Recruit for Programs:** Maintain consistent, positive communication with program parents about programs. Produce a

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monthly calendar of events and opportunities. Get parent input about programming decisions, and recruit youth to participate in programs.

- 3. Plan and Implement Programs and Activities for Adults & Seniors:** Needs of adult & seniors are identified and responded to with appropriate workshops, programs and activities, as prioritized and agreed upon in consultation with supervisor and FPWCCA. Programs are designed with a special emphasis on health/wellness, financial fitness, and education with programming. Programs are offered at times convenient for the majority of residents, including some evening programs for residents who work during the day.
- 4. Partnerships:** Maintain contact with DCPS and Charter School teachers and counseling staff, community partners, including non-profits and vendors, to bring relevant workshops, programs, activities, and opportunities to the community. In consultation with Property Manager (supervisor), create relevant memoranda of understanding with partners and vendors to ensure compliance with accounting and risk management. Assure best practices and clear communication are implemented with all parties involved in the partnerships.
- 5. Faircliff Plaza West Community Center Association:** Attend quarterly meetings with the FPWCCA Board to work collaboratively on the planning and development of Resident Services Programs on a quarterly basis in the context of the approved annual budget. Provide a quarterly report on results of programming and make recommendations for partnerships, activities, and events. Collect feedback about programs and services and ensure appropriate and timely resolution.
- 6. Supervise Summer Camp Counselors, Interns and Volunteers:** Coordinate with and supervise summer camp counselors, interns and volunteers to meet program needs. Support volunteers by providing curricula, when appropriate, and all other necessary program materials.
- 7. Maintain Community Spaces and Equipment:** Ensure that groups using the community room and computer center clean up after each activity and take care of the equipment in each room. Maintain computer equipment by coordinating technical support for adjustments and repairs, as necessary, and upgrades, as possible.
- 8. Collect Data & Assist with Management of Budget:** Compile and enter relevant data in monthly report on program outcomes. Produce monthly reports on time each month and other reports, as requested. Based on program participation data and other input from residents, use the allocated program funds to provide a variety of popular programs and useful services without overspending. Provide accurate and timely documentation of all expenses.
- 9. Other duties as assigned.**

REQUIREMENTS:

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- Bachelor's Degree in Education, Social Work, Youth Development, or related field.
- Experience planning and implementing after school programming and summer camp for elementary age children and/or experience working in a school setting.
- Experience with reporting outcomes.
- Experience with under-served and low income communities strongly desired.
- Passion and interest in working with children and youth.
- Strong interpersonal and organizational skills, computer skills and be competent in Microsoft Office programs.
- Must be creative and a strong problem solver.
- Strong motivation and the ability to work independently required.
- Bilingual in Spanish preferred.

Term & Compensation: Compensation based on salary history and experience.

Application: Application must include a cover letter, resume, and salary requirements. Please email to crozon@somersetdev.com