

Musterfield Activity Center Coordinator and Resident Coordinator

The Musterfield Activity Center Coordinator is responsible for supervising and working with interns and students to provide a positive learning environment that allows student's personal, social, and intellectual development. **The Resident Coordinator** is responsible for providing support to residents of Framingham Housing with their daily activities and long-term goals.

Some Responsibilities:

- Scheduling and supervising student interns to assist students.
- Plan and coordinate activities, including enrichment and homework assistance.
- Encourage positive behavior and follow discipline policy to ensure the safety and well-being of students.
- Monitor students' sign in sheets, contact information, tracking.
- Maintain classroom equipment, work areas, recreational activities for the purpose of ensuring a safe and positive environment.
- Manage the day -to-day operation of the center.
- Oversee children during indoor and outdoor play.
- Develop and maintain positive relationships with children, staff, and parents.
- Provide guidance and support to interns.
- Connect with residents to offer information about the resident services department and provide access to local services.
- Provide assistance to residents with disabilities by connecting them to appropriate services. Ensure that residents of protected classes are treated fairly.
- Conduct community outreach to local organizations that provide social services. Develop relationships with these providers and act as a liaison between residents and community partners.
- Work with property management team to remedy lease violations. Provide referrals to agencies that can support residents to avoid future lease violations.
- Complete needs assessments and support residents in accessing resources to meet the needs found.
- Act as liaison between FHA and resident organizations. Provide support to Leased Tenant Organizations when appropriate. Help to facilitate resident meetings and community events.
- Support residents with their employment and educational goals.
- Problem solve and act as mediator when problems between residents arise. Promote good neighborhood values.
- Assist the resident services team with communication to residents through flyers, emails, website posts, mail, and bulletin board.
- Maintain records of resident interactions.

Minimum Requirements.

- Bachelor's Degree with solid child development skills
- Positive attitude and desire to work with children and adults.

Salary: FHA offers a generous benefits package.
\$45,000 to \$49,500

This is a Union position.

The Framingham Housing Authority is **AN EQUAL OPPORTUNITY EMPLOYER**

Interested candidates should provide a letter of interest/resume to Janet Bibo jbibo@framha.org
This position will remain open until filled.