

Are you looking for something **part time** that is rewarding, yet **flexible enough to allow you to use your own gifts, skills and talents**? If so, this is the position for you! This position is designed for a **self-starting, go-getter who can wear many hats and who enjoys working independently, so if that's you, please read below...**

Portfolio Resident Services, Inc, dba The Good Neighbor Program, is a Resident Service provider to many affordable housing apartment communities throughout the State of Texas. We have been in business providing services to our own properties and to 3<sup>rd</sup> party property management companies since 1966. We currently provide Resident Service programs to 167 family and elderly community centers throughout the State of Texas and beyond.

*We are seeking an experienced Activity Coordinator for one (1) multi-family community in Hillsboro, TX. Please, note, this is a part-time position, \$15/hour, with a total of 35 hours per month.*

Responsibilities: Activity Coordinators typically offer enrichment programs for youth, teens, adults and even senior citizens. Examples of these programs include afterschool tutorials, homework assistance, sports clinics, adult education classes, computer classes, arts and crafts, and recreation. Additionally, Activity Coordinators contact outside agencies to serve as guest speakers to address hot topics such as health, nutrition, crime prevention, gang prevention, awareness programs, etc. While the one-on-one services are primarily offered, the Activity Coordinator should be prepared to refer residents to other agencies for further assistance when necessary. Our five target categories of services are: Educational Skills, Family Development, Health and Nutrition, Neighborhood Pride and Leadership and Fun and Freedom Activities. Based on the needs of the community, Activity Coordinators are responsible for every aspect of creating a well-rounded and enriching program.

Candidates should be creative, resourceful, organized and outgoing. They should also be able to multi-task, communicate effectively both in writing and verbally, have a passion for helping others and be able to start immediately.

To submit your resume for consideration email [dmccarty@ti-f.org](mailto:dmccarty@ti-f.org) . **PLEASE BE SURE TO NOTE "HILLSBORO MULTI-FAMILY ACTIVITY COORDINATOR"** in the subject line of your email. We look forward to hearing from you. Please view our website at [www.ti-f.org/support.shtml](http://www.ti-f.org/support.shtml) for more information.