



Activities Director

30 hour work week

Salary of \$35,000

The Activities Director will support the mission and daily operations of a program that provides meaningful engagement for individuals living with Alzheimer's disease and other forms of dementia, while offering rest, resources, and encouragement to their caregivers.

Essential Duties and Responsibilities

Program Leadership and Operations

- Plan and implement program activities in collaboration with the Director and Volunteer Coordinator
- Lead Respite programs 2-3 days per week, ensuring smooth program flow and participant engagement
- Assist with planning and preparing lessons and activities for daily Respite programming
- Support/Assist the Programs Director with morning and afternoon activities and clean up.
- Assist in planning, preparation, and execution of occasional weekend or special events, including biannual Heart to Heart concerts, Aging is Living conference, Brain Science luncheon, and Volunteer Appreciation Party
- Ensure current and accurate participant information for participant emergency binders
- Serve as one of the primary contacts, along with the Executive Director and Programs Director, for all communications with volunteers for Respite's operations and programming both during and after Respite Care's hours.
- Perform weekly inventory of all supplies needed for Respite's daily activities
- Maintain, update, and restock the first aid kit as needed

Program Leadership and Operations (continued)

- Welcome and orient new families; assist with enrollment paperwork and participant onboarding
- Provide regular updates and feedback to caregivers regarding participant experiences and concerns
- Ensure all safety measures are observed and respond appropriately to any health or safety concerns
- Create name tags for new volunteers and participants
- Assist with any other duties assigned by the Executive Director or Programs Director

Volunteer and Caregiver Support

- Support the recruitment, training, and coordination of program volunteers
- Maintain a positive, team-oriented environment for staff and volunteers
- Assist with caregiver education and resource connections
- Print and assemble Caregiver and Volunteer Training packets
- Send at least one letter of appreciation to a volunteer weekly

Administrative Responsibilities

- Maintain accurate attendance and organized program documentation
- Provide feedback on equipment, supply, or facility needs to enhance program quality
- Oversee office operations on non-program days
- Maintain regular, punctual attendance. Standard work hours are Monday-Thursday 8:30- 4:00
- Along with the Executive Director and Programs Director ensure photos and videos are posted to Respite's social media pages each day of the week.

Qualifications

- Bachelor's degree required
- Positive attitude, adaptable, dependable, and motivated by service to others
- Strong organizational, interpersonal, and leadership skills
- Proficiency in Microsoft Office and ability to learn additional software systems
- Able to communicate, both written and verbally, clearly, promptly, and professionally
- Demonstrated ability to maintain confidentiality and exercise sound judgement
- Ability to multi-task, prioritize workload, and meet deadlines