



## **Interages Program Coordinator**

Exempt 20 hours (minimum)

**GENERAL FUNCTION:** Under the direction of the Director, the Program Coordinator is responsible for coordinating Interages programs.

The JCA Heyman Interages Center intergenerational programs have brought children and older adults together for over 30 years. Since 1986, thousands of children from hundreds of schools and hundreds of isolated older adults from senior facilities have benefited from participation in our programs. Over the years dedicated and caring older adult volunteers, who are the heart of Interages, have made a significant difference in the lives of children in the Greater Washington DC area.

### **DUTIES:**

Responsible for helping to design and implement a variety of Interages programs. These may be virtual or in person; in class, or in senior living facilities; with Interages senior volunteers or with youth volunteers from MCPS who are pursuing service-learning hours for their participation, or with students interested in intergenerational programs.

Communicate consistently with volunteers under the umbrella of the coordinator programs.

Monthly reporting of program and volunteer activities.

Working with the Volunteer Manager and other program coordinators identify senior volunteers who may support and participate in programs.

Communicates closely with Director to obtain and maintain any supplies as needed for regular programs and special events.

Works closely with other Interages and JCA staff, community organizations, agencies, including Montgomery County Public Library, and other individuals to enhance program experience for the participants.

Assist in the development and implementation of evaluation tools for our various programs.

Contribute to the monthly Interages newsletter when appropriate.

Carries out all duties and responsibilities in a manner that respects the rights and privileges of all Interages volunteers.

Attends and participates at all staff meetings, in-service trainings, and other meetings as assigned.

Work habits should include good organizational skills, dependability, punctual attendance, creativity, flexibility, able to function as an effective team member, patience, and sensitivity to the changing needs of the person in the early stages of dementia.

Assists with the design and implementation of program evaluations.

Performs other related duties as assigned.

#### EXPERIENCE, SKILLS AND EDUCATION:

- Bachelor's degree in education, human resources or a related field plus at least two years of experience in a human service;
- Good written and oral communication skills;
- Organization and time management skills;
- Works great independently to meet deadlines, but also has the ability to effectively work in a team dynamic;
- Strong computer skills: Microsoft Office 365 – including Word, Outlook, Excel, PowerPoint and SharePoint. Creating forms and managing Google Docs, Email Communication, Newsletters, Social Media, ability to use a smartphone. Knowledge of Zoom;
- Good interpersonal skills to be in continuous communication with volunteers;
- Or any equivalent mix of skills, abilities, experience and education that would render a candidate suitable for this position.
- Spanish preferred.

#### WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Valid driver's license
- Willingness to travel and work to varied locations throughout the JCA service area.
- Ability to physically respond to seniors with dementia in crisis, demonstrated by lifting/supporting a senior with dementia who is in crisis. Must show ability to lift/support

at least 40 pounds as needed and an ability to walk, sit, stand, stoop, and bend frequently during a 5-6 hour work day.

- Background Checks: The selected candidate will be required to pass a criminal history background check and/or fingerprinting and required medical clearance if requested.

The above statements are intended to describe the general nature, types of work performed and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).

JCA welcomes great people without regard to disability, race, religion, age, gender, sexual orientation, national origin, military service, marital status, or any other characteristics, as protected by law.

#### REPORTING RELATIONSHIPS

Supervised by Senior Director Interages

To apply: please send cover letter and resume to [Kdennis@accessjca.org](mailto:Kdennis@accessjca.org) with the subject "Interages Program Coordinator"