

**Position:** Respite Care Coordinator for CSC's Ease the Day (ETD) program

**Supervisor:** Executive Director (ED)

**Hours:** Part-time with potential for more

**Compensation/benefits:** Experience driven and based on a nonprofit budget. Paid holidays and personal time off.

**Objective:** Plan, execute, and manage programming for on-site adult day program participants alongside the Senior Respite Care Coordinator (SRCC) and support all aspects of the ETD program and the CSC organization.

**Responsibilities:**

1. Support all members, activities, programs, and events at the Senior Center.
2. Work alongside ED and SRCC towards sustainability and program expansion.
3. Collaborate with CSC team to execute daily programming, use existing programs where possible, and expand programming for family caregivers and their loved ones (Friends).
4. Screen and enroll or refer family caregivers to best meet their needs and match the skills and abilities of the loved one.
5. Help family caregivers with care concerns, offering suggestions and problem-solving ways to meet individual needs within program parameters.
6. Assist in recruitment, screening, training, and supervising of volunteer staff
7. Collect, input and manage documentation and qualitative/ quantitative data required for internal operations, budgeting, grant reporting, and program evaluation and feedback needs in accordance with CSC policies and procedures.
8. To co-plan and co-facilitate trainings as needed for volunteer and staff to address concerns identified during the program and through feedback.
9. Work alongside the CSC team to network and coordinate with community partners and agencies to market available services and create referral sources in accordance with marketing plan.

**Duties:**

1. Plan and execute daily activities for Ease the Day Friends using available resources within budget parameters soliciting input and ideas from Friends, families and volunteers.
2. Prepare necessary supplies prior to each day, assist in set-up and clean-up.
3. Engage Friends and volunteers in meaningful and purposeful activities which take personal interests, capacities and skills into account.
4. Communicate verbally and in writing with ETD families and volunteers to develop and publish monthly and weekly schedules, noting planned absences and adjustments accordingly.
5. Field inquiries in person or on phone about ETD and follow up with appropriate paperwork or referrals.
6. Review enrollment paperwork, policies, and procedures, including CSC and funders requirements, for completeness and accuracy, input information into designated databases and file appropriately.
7. Assign volunteers duties during program days and provide opportunities for mutual feedback.
8. Co-supervise volunteers and Friends and be available for support and assistance as needed.
9. Follow up with family caregivers with information about engagement during the program and any other concerns observed or brought up by volunteers.
10. Assist in recruitment of ETD volunteers for staffing and programming.
11. Track data as needed daily.
12. Distribute and collect surveys for caregivers, volunteers, and staff

13. Document, maintain, and update ETD policies and procedures
14. Co-coordinate training for volunteers or family care givers as needed
15. Assist ED & SRCC with reporting for funders at required times.
16. Serve as a community resource and CSC/ETD advocate
17. Schedule ETD guest visits and host guests with minimal disruption to programming.
18. Provide support as needed for other Chelsea Senior Center activities and functions.

### **Background & Experience**

- High school diploma or G.E.D. equivalent required. Preference given for a completed associate or bachelor's degree in a field related to human services, social services, public health, gerontology or related field or equivalent proven experience.
- Experience developing programs and activities for targeted populations
- Knowledge and experience with nonprofit human service agencies or grant funded programs.
- Experience working with seniors who may have multiple or complex needs.
- Knowledge and experience working with caregivers, and/or the caregiving experience.
- Experience in volunteer management and program development desired.
- Experience grant writing

### **Skills and Abilities**

- Excellent computer skills and ability to navigate office technology.
- Effective verbal and written communication skills.
- Intuitive customer service skills.
- Strong interpersonal and collaboration skills with the ability to effectively communicate with individuals and groups from diverse backgrounds.
- Strength working as a part of a hybrid team, engaging collaboratively with CSC staff, volunteers, and multiple community-based partners.
- Able to work efficiently and independently. Must be able to multi-task and prioritize multiple deadlines.
- Experience with planning, organizing and directing the work of others, either directly or through subordinate supervision.

### **Physical Demands, Licenses and Certifications:**

- Able to lift 25 pounds. Ability to handle typical movements seen in a busy, people focused, activity driven workspace. Tasks may be performed with or without reasonable accommodation.
- Valid Michigan driver's license.
- Successful background check.
- CPR/AED certification or willingness to be certified.

**References** will be required from final candidates.

**To apply:** Submit cover letter and resume to Jennifer Smith, Chelsea Senior Center, 512 Washington Street, Chelsea, MI 48118 or to [jsmith@chelseaseniors.org](mailto:jsmith@chelseaseniors.org) by February 7, 2025. No calls please.