**Title:**  Program Assistant to Director of the Respite Ministry

**Status:** Part-time 30 hours

**Summary:** Needs to have a passion for working with older adults while assisting in daily programming of the Respite Ministry, taking on director’s role in her absence, assisting in planning and implementing program, furthering professional knowledge and skills, helping maintain a safe, secure and welcoming environment, and helping develop fundraising events for the program.

**Reports to:** Business Administrator, Director of Respite Ministry

**Responsibilities:**

1. In general, duties include supporting director in planning for the daily, weekly, monthly program; shopping for supplies and assisting in creative activities.
2. Leading activities and equipping volunteers to take an active role in activities as needed. Assisting in recruiting and training volunteers.
3. To help maintain a safe and secure environment for the program.
4. Taking initiative to attend workshops and programs that will further professional knowledge and skills.
5. Maintain professional appearance; maintain a cheerful, positive attitude in relations with peers.
6. Other duties as assigned.
7. Provide feedback and information to families on how the participant did while at respite care.
8. Maintain CPR Certification and Safe Sanctuaries Volunteer checks
9. In absence of Director, assume the duties of Director for safe operation of the program.
10. Help develop and implement annual fundraising event for Respite (i.e. a Respite Walk or awareness event).
11. Complete paperwork for all new participants
12. Possibly beginning a support group for caregivers at night.
13. Direct the Respite Program as leader on Tuesdays and Thursdays

**Performance Requirements:**

1. Must be multi-tasked, self-starter and possess strong organizational and administrative skills.
2. Possess the ability to prioritize work and meet deadlines while maintaining a helpful, friendly attitude toward families served, employees and staff.
3. Demonstrate understanding and compassion for the needs and requirements of older adults – including social, medical and physiological issues.
4. Must be able to maintain confidentiality.
5. Attend yearly Alzheimer’s workshops to help educate caregivers in our community.