

## Director Friends Club

Friends Club, a small nonsectarian non-profit serving men with memory loss, is seeking an energetic, compassionate, and dedicated person to lead the organization.

For more than 30 years, Friends Club has improved the lives of men with dementia and their caregivers by offering meaningful and engaging social activities in a secure and friendly environment. Friends Club operates under the auspices of Bradley Hills Presbyterian Church and runs a half-day non-medical social engagement program four days a week for up to twelve clients per day. Activities offered are guided current events discussions, trivia, physical games, word games, chair exercise, musical performances, lectures, outings, and intergenerational programs.

The Director's key responsibilities:

- Recruit and screen new members. Graduate members when necessary.
- Actively work with the Program Director in providing daily programming

Other duties of the Director may include:

- Working directly with the Friends Club Board of Directors to implement the vision of the program
- Hiring and supervising both a Program Director and an Office Manager
- Developing and implementing meaningful programs for the participants in conjunction with the Program Director
- Communicating with caregivers and referring them to other dementia-related services when the need arises. Working in conjunction with the Caregiver's Support Group leader to assist families in crisis.
- Participating in program budgeting
- Enforcing Covid safety protocols and adjusting protocols as the need arises
- Collaborating where necessary with the Bradley Hills Presbyterian Church
- Preparing a quarterly newsletter
- Managing, training, and recruiting volunteers
- Assisting the Board in fundraising
- Developing and implementing events to educate the broader community about the basics of dementia and dementia care

The ideal candidate for this position will be superior in both direct care of people with dementia and program management. Friends Club is a small organization with high levels of collaboration by diligent, knowledgeable, and dedicated individuals. The Board Members, Volunteers, and Friends Club staff collaborate on many of the duties described above.

Required:

- Two years (minimum) experience working directly and successfully with people experiencing dementia.
- Designation as Certified Therapeutic Recreation Specialist, Certified Activities Director, Certified Dementia Practitioner, Social Worker, or comparable.

- Proficient in Microsoft Office Suite. (Experience with WordPress website design and Facebook marketing desirable.)
- Financial competence.
- Positive Energy.

This is a full-time salaried position with hours generally worked from 9:30 a.m. to 4:30 p.m. Monday through Friday. Minimal overtime. Most work is be done on site.

Salary commensurate with experience. Benefits provided: health insurance and retirement. Start date: immediate.

To apply, please send a resume and cover letter. Cover letter should summarize candidate's ability in each of the requirements.

Send both to Elise Schoux at [friendsclub6601@gmail.com](mailto:friendsclub6601@gmail.com).