



JOB DESCRIPTION

POSITION:	Project RELIEF Coordinator
REPORTS TO:	Foundation Director
NATURE AND SCOPE:	Coordinate and director the Project RELIEF Program
PRINCIPAL RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Hire and train respite volunteers 2. Recruit new volunteers 3. Supervise the performance of respite volunteers 4. Coordinate volunteer schedules 5. Counsel volunteers 6. Evaluate volunteer performance yearly 7. Recognize volunteer Birthday and Employment Anniversaries 8. Coordinate ongoing monthly and quarterly volunteer training 9. Arrange future volunteer meetings 10. Complete timesheets from each volunteer monthly and verify reimbursement 11. Telephone interviews of potential clients and caregivers requesting respite 12. Complete intake and 701A assessment of each new client 13. Organize and update files with clients and volunteer 14. Monitor training manuals for change in policies 15. Update all client and volunteer forms, print and organize 16. Generate monthly data reports to Senior Resource Alliance 17. Act as a liaison with community agencies 18. Participate in health and community events 19. Network with professional organizations 20. Record donations and send thank you notes for Project Relief 21. Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, co-workers and supervisors. 22. Any other tasks pertaining to the general functions of supervising the daycare as deemed necessary by the Foundation Director.

MINIMUM QUALIFICATIONS:	<ol style="list-style-type: none"> 1. High School or GED Required. 2. Must be responsible and self-managed 3. Good oral and written communication skills. 4. Must pass Level II background prior to hire.
WORK SCHEDULE:	Hours of operation are Mon.–Fri. 9:00 p.m.-5:00 p.m. Work hours may be established by the Executive Director. Some weekends and evenings needed for grant presentations and fundraising events.
PROBATION PERIOD:	The first three months with the Brevard Alzheimer’s Foundation is an introductory period. During that time, the Office Coordinator will be evaluated by the Operations Director / Executive Director to ensure that he/she fulfills the requirements for the position. Either party may mutually terminate this contract at that time.
CHAIN OF COMMAND:	Foundation Director > Executive Director > Executive Committee Board of Directors
I have read and understand the above job description. I understand that abuse, neglect or exploitation of any Adult Daycare Program participant will be grounds for immediate dismissal.	
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	<hr/> <hr/> <div style="display: flex; justify-content: space-between;"> Executive Director Signature Date </div>
<i>All eligibility requirements for employment are applied to applicants without regard to race, color, national origin, sex, age, and religion or handicap disabilities.</i>	