

DIRECTOR OF THE ADEN PROGRAM
An Elder Care Ministry of
St. Charles Avenue Presbyterian Church

Program Summary

The Aden Program is a community outreach service for older adults who have mild to moderate stages of memory/cognitive decline or are elderly and in need of social contact. It is sponsored by St. Charles Avenue Presbyterian Church (SCAPC) and is on the church premises. The program offers a place for participants to enjoy activities and care in a positive environment giving them the opportunity for socialization and family caregivers respite from their obligations during the day. The program is operated two days a week, Tuesdays and Thursdays, from 10:00 a.m. to 2:00 p.m., on a fee basis. A snack and lunch will be included. The program is managed by a Director, with the help of one paid assistant and church volunteers. The program accommodates between five and eight participants on a regular basis, with a maximum capacity of 12 participants.

Position Description

Title: Director

Reports to: Associate Pastor (Rev. Sarah Chancellor-Watson)
Congregational Care Committee
Also, communicates with the Program Oversight Board

Hours: Part-time, approximately 12-16 hours per week (6-8 hours per day, two days per week)

Responsibilities: Management of the Aden Program
Hiring and Supervision one to two assistants (depends on number of participants)
Recruitment, Training, and Supervision of volunteers
Production and Management of the Annual Budget
Responsibility for invoicing and expenses
Planning of all Activities
Planning of all Meals (to be provided by outside vendors)
Processing Participant applications
Dealing with each Participant's caregiver regarding all Program issues, including payment and attendance
Development and Enforcement of Program Policies
Marketing and Advertising of program along with SCAPC communications department
Attend periodic committee, board, or staff meetings as necessary

Requirements: Program management experience (elder care-specific experience a plus)
Adept at interpersonal skills in assessment of Participants and communication skills with Participants and their caregivers.
Cost center and successful budget responsibility experience
Employee supervision experience
Ability to set and manage priorities in a delegated environment
Ability to produce effective written communications
Capacity and ability to handle the physical aspects of the position – i.e. lifting objects and helping care for participants.

Compensation: \$17-\$25 an hour

Please send all inquiries to Rev. Sarah Chancellor-Watson, sarah@scapc.org, 504-897-0101