

## **Director, Generations Together**

**Newton, MA**

### **Overview**

For over 50 years, Jewish Community Housing for the Elderly (JCHE) has proudly offered innovative and exceptional housing where older adults of all backgrounds can thrive independently within a supportive environment. At JCHE, a non-profit and non-sectarian organization, seniors enjoy housing that is affordable and safe. Each of our four communities, located in the greater Boston area, offers rental apartments that are fully equipped and a comprehensive array of life-enhancing programs and services that facilitate healthy aging in community.

To learn more about our mission, vision and culture, visit us at [www.jche.org](http://www.jche.org)

### **About the Position**

Intergenerational programming offers people of different ages the opportunity to come together and share their talents, experiences, knowledge, and skills. Such programs provide benefits to all involved and foster life-enhancing growth, understanding, and friendship. JCHE seeks an energetic and creative thinker to plan, develop, implement and administer all intergenerational programming for its campuses in Brighton, Newton and Framingham. JCHE offers extensive intergenerational activities through its Generations Together program enabling residents and young people, ranging in age from preschoolers to college students, to develop relationships that are mutually beneficial. JCHE offers multiple programs that enable individuals across the generations to spend time together teaching, learning and sharing life experiences.

### **Supervises**

One part-time Program Coordinator

### **Reports To**

Director of Programs

## Status

Full Time

### Essential Duties and Responsibilities

- Develop and manage the overall design and implementation of all intergenerational programming involving JCHE residents taking place both onsite at JCHE residences or offsite at a community partner's place of service
- Actively outreach to community adults and youth through various schools, agencies, and organizations to establish partnerships and collaborations for the delivery of programs and activities serving both JCHE residents and community children, youth and young adults
- Collaborate with JCHE's Volunteer Coordinator to recruit community volunteers to support the operation of Generations Together
- Provide training as necessary to program volunteers to assure their compliance with program policies and guidelines
- Give public talks, as the need arises, to educate community members to the benefits of supporting intergenerational programming for children, youth, young adults and seniors
- Visit classrooms of partner schools on a regular basis educating students about issues of aging
- Recruit JCHE residents to participate in intergenerational community service programs both onsite and offsite, educating the resident population of the benefits for themselves and society when remaining active and socially engaged
- Create an atmosphere and expectation of service within JCHE housing that will encourage tenants to be productive and contributing members of the JCHE community and the community-at-large
- Periodically conduct a survey of the entire tenant population for use identifying the interests, skills and talents of the JCHE tenant population
- Identify community service opportunities that pair tenants' talents and interests with community needs
- Continuously review and adapt program activities to align with the changing interests, skills and needs of residents as they age and become more frail
- Actively collaborate with JCHE Executive Directors and Resident Services Coordinators on each campus to coordinate planning for activities and events
- Provide updates to other JCHE staff regarding intergenerational programs
- Give presentations to the JCHE Policy Board describing program successes and challenges
- Set schedules for all JCHE intergenerational programming involving JCHE residents
- Develop and manage annual program budgets, tracking expenditures to assure adherence to the budgetary constraints
- Report on all program activities tracking program utilization and ensuring that program output and outcome targets are met or exceeded
- Coordinate with Director of Programs to perform periodic evaluation of overall program performance and effectiveness

- Assist Grants Manager to raise funds to support program operations by responding to all inquiries for information in a timely manner and reviewing proposal text to assure alignment with program practices and outcomes.
- Design and produce suitable program materials for use marketing Generations Together to potential partners, volunteers, parents of children and youth and also internally among JCHE residents

### **Working Conditions/Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 20 pounds. The employee is frequently required to stand, talk and hear.

### **Education and Experience**

- Requires a Bachelor's degree with a minimum of two years related experience. Prior experience creating and/or managing nonprofit programs is a must
- Prior experience planning and administering nonprofit programs is required
- A gerontology background either through education or field experience is preferred, but not required
- Knowledge about developmental stages of youth and older adults is preferred in order to interact comfortably with each generation and to develop programs suitable for that developmental stage
- Prior experience working in a multicultural environment is preferred
- Prior experience using Microsoft Excel, Word and PowerPoint is preferred
- Prior experience with identifying program outcomes and evaluating program effectiveness is preferred

### **Personal Skills and Abilities**

- Strong program management and supervisory skills
- Ability to think innovatively and creatively when planning programs and problem solving
- Friendly, personable demeanor with superlative interpersonal skills
- Positive energy, optimistic outlook, sense of humor and an ability to take things in stride
- Ability to work productively both in a team and independently
- Ability to multi-task and manage competing priorities in fast-paced environment
- Superlative oral and written communication skills
- Ability to think strategically and communicate thoughtfully
- Excellent organizational and time management skills
- Ability to maintain a high level of attention to detail

- Ability to be flexible when working with schools; understanding their scheduling challenges
- Patience in working with children and older adults as you help them see the value in each other despite preconceived stereotypic ideas

### **Other**

- Must be available to work an extremely flexible schedule, including evening and weekend hours, as program events require
- Must have sufficient transportation to travel as needed between all four JCHE campuses

### **To Apply**

Qualified candidates should forward a cover letter and resume by email to [hrjobs@jche.org](mailto:hrjobs@jche.org); by fax to (617) 912-8469, or by mail to Human Resources, JCHE, 30 Wallingford Road, Brighton, MA 02135.

*JCHE offers a competitive salary and benefits, commensurate with experience and skills.*

*JCHE is an Equal Opportunity Employer.*

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis*