

VOLUNTEER POSITION DESCRIPTION

Title: Ring House Senior Program Coordinator

Purpose: The Ring House Senior Program Coordinator will oversee the Senior Satellite Program at Ring House on Thursdays by tracking attendance, managing donations, ensuring equipment set-up, socializing, and assisting seniors as needed. The Program Coordinator will serve as the JCCGW liaison at the location, managing all the programmatic aspects of the day. The Program Coordinator will be instrumental in encouraging better health and nutrition, promoting safety and wellness, and keeping seniors connected to their community.

Description of Duties:

- Serve as the JCCGW liaison to the Ring House Lunch Program
- Oversee and track attendance with card-swipe system
- Collect financial contributions from clients
- Ensure program equipment is set-up appropriately
- Socialize and get to know the clients with positive, friendly interactions
- Assist the clients as needed
- Setting up and serving meals (if needed and if appropriate at the site)

Qualifications:

- Good leadership and communication skills
- Experience working with seniors and/or desire to do so
- Positive energy and personality
- Must be comfortable with setting up a laptop and projector screen
- Must be comfortable learning how to use the card-swipe system
- Bonus: CPR/First Aid Certifications

Time Requirements:

- On-going weekly commitment from 9:30am – 2:30pm on Thursdays at Ring House (this time frame includes an hour of lunch with the clients from 12 to 1pm)

Orientation/Training: The new volunteer will shadow the current Program Coordinator for 3 weeks before taking on duties independently. He/she will be trained in using the appropriate equipment during this time.

Benefits:

- Helping seniors in the community
- Networking and socializing
- Free lunch

Locations:

- At 9:30am, pick-up equipment at the JCCGW - 6125 Montrose Road, Rockville, MD 20852
- Walk/Drive over to Ring House to be there at 10am - 1801 East Jefferson Street, Rockville, MD 20852

Supervisor:

Debbie Sokobin, Senior Adult Services Director, dsokobin@jccgw.org, 301-348-3760

Agency Contact:

Jennifer Wenk, Member/Guest Services Director, 301-348-3850, jwenk@jccgw.org

About the Organization: The mission of the Jewish Community Center of Greater Washington (JCCGW) is to create a welcoming and inclusive environment, connecting people of our Jewish community with each other, Israel, and the broader community. We provide programs, classes, and safety-net services to people of all ages and backgrounds, enhancing their social, physical, intellectual, and spiritual well-being.