

## ***Aging in Place Coordinator***

**Montpelier Senior Activity Center**, a division of the Community Services Department of the City of Montpelier, Vermont



*Promote healthy aging in place while serving at one of Vermont's most dynamic and vibrant activity centers for older adults, located in our beautiful and welcoming capital city. By serving as the **Aging in Place Coordinator**, you'll have the opportunity to support a thriving meal program, plus develop and implement innovative offerings that will take MSAC's programs beyond the brick walls of our building. Aging services experience is not required, only the motivation to learn and a passion to serve others. Apply today!*

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

The **Mission of Montpelier Senior Activity Center (MSAC)** is to enhance the quality of life for older adults in the Montpelier area through opportunities that develop physical, mental, cultural, social, and economic well-being in a welcoming, flexible environment.

The **Goal of the position** is to improve quality of life for area older adults by (1) participating in program development for the newly established MSAC at Home program, based on the "Village" models that have been successful in other communities around the state and country (2) assisting MSAC's thriving FEAST Senior Meals Program, and (3) assisting seniors in accessing technology through training and development of MSAC's new tech-device lending library

### **Essential Functions:**

#### Essential Functions to support MSAC at Home

- Support MSAC staff and volunteers to establish, develop and manage the new MSAC at Home program, which will increase opportunities for socialization, provide access to volunteers who can perform seasonal chores, handyperson services, make referrals to screened service providers, and help arrange for transportation.
- Collaborate closely with existing grass-roots and organizational partners who already have strong volunteer networks
- Develop and implement volunteer training program.
- Develop and implement technology training and device-lending-library services.
- Manage requests for services (match members with volunteers, primarily using the database; communicate with members, including accepting requests for service and serving as link between members and volunteers; support connections between members for informal socialization opportunities).
- Develop and manage a system for screening service providers.



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- Organize volunteer weekends with our partners to undertake seasonal chores such as raking leaves, stacking wood, and putting up storm windows.

## Essential Functions to support FEAST Senior Meals at MSAC

- Assist the FEAST Program Manager in serving the needs of senior meal recipients, including: occasionally preparing and delivering meals, greeting or serving at FEAST Together events, and assisting with the management of the Meals on Wheels program.
- Successfully completing ServeSafe kitchen skills certification and Covid-19 related safety training relevant to volunteer roles in and outside kitchen
- Support FEAST Program: field caller inquiries about senior meals, make reservations for meal days, update daily meals reports and monthly data reports
- Process Meals on Wheels recipient intakes
- Assemble and distribute monthly Meals on Wheels packets and special holiday packages
- Assist with coordination and technology assistance for four nutritional education workshops per year
- Raise awareness of local produce gleaning for FEAST by creating a protocol for the recipients to understand what they receive and to thank farmers and gleaners
- Help set up and clean the FEAST dining room or support volunteer capacity for completing such tasks (MSAC's Community Room)

## Other Essential Functions

- Provide direct services in response to requests for seasonal chores and services, including garden prep, raking leaves, stacking wood, and putting up storm windows.
- Conduct outreach and respond to public inquiries regarding the FEAST and MSAC at Home programs and participation.
- Recruit, screen, manage, mobilize, and train volunteers.
- Collate volunteer hours and create monthly reports.
- Keep data, develop surveys and make calls to follow up with recipients of services and volunteers regarding satisfaction, etc.
- Enhance the wellness, independence and community connection of older adults in the MSAC service area by coordinating with partners and creating consistent strategies to support older adults with Aging in Place education, information and referrals.
- Participate in relevant Montpelier Community Services team meetings, trainings and major events
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

## **Secondary Functions:**

- Take photographs and share images and news on program social media sites.
- Coordinate with Communications & Development Coordinator to write press releases on program activities and events and distribute to local publications.
- Attend relevant community events and table on behalf of FEAST and MSAC at Home
- Assist with planning, scheduling, and implementing special community events.



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## Desired Qualifications:

- A desire to socialize with and to improve the well-being of older adults and people with disabilities, and a fondness for people of all ages
- A positive, flexible and can-do attitude
- Excellent administrative and organizational skills
- Ability to take initiative to develop and implement new programs and services

## Minimum Qualifications:

- Facility with technology devices, remote meeting platforms, MS Office Suite, Google Docs, Dropbox and using databases
- Excellent written and oral communication skills
- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants;
- Valid driver's license; an insured, inspected automobile (some driving as needed, not regular)
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week, with occasional weekend/evening hours
- Ability to lift 20 lbs. and climb three flights of stairs
- Ability to develop and manage data using MS Excel or similar software as well as using proprietary software to manage the components of the programs
- Ability to serve with diverse volunteers and an advisory committee

## Additional Information:

There is some uncertainty about how much the COVID19 pandemic will continue to affect our community and MSAC's operations, especially since MSAC serves a vulnerable population. The AmeriCorps Member may need to serve remotely at times. The AmeriCorps Member will be expected to fulfill all required MSAC staff and volunteer trainings and follow all relevant health and safety protocols related to Covid-19.

Schedule will be approximately 8:30am-4:30pm with occasional required evening or weekend hours and some flex time. The service environment includes a busy office with frequent interruptions, a senior center facility, a commercial kitchen, partner sites and the homes and yards of older adults and people with disabilities. Some service and meetings will be conducted remotely. MSAC's culture is vibrant and active, and its services and programs are in high demand by over 1500 diverse older adults each year.

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Travel around the Montpelier vicinity is required; limited public transportation is available.

**Position begins September 8<sup>th</sup>, 2021 and ends August 12<sup>th</sup>, 2022**

This position is **Full Time**: Requires 1,720 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of \$20,400 (pre-tax), and an education award of \$6,345 (pre-tax) upon successful completion of service.

Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

**MSAC will also provide:**

- Professional development in older adult wellness and municipal government services
- ServSafe food handling certification
- A rental subsidy of \$250 per month

**To Apply:** <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:

Janna Clar, Director, Montpelier Senior Activity Center, 58 Barre Street, Montpelier, VT 05602  
802-223-2518, [jclar@montpelier-vt.org](mailto:jclar@montpelier-vt.org), [www.montpelier-vt.org/msac](http://www.montpelier-vt.org/msac)

**Application deadline:** Application deadline is July 31, 2021. Position is open until filled.

Additional information on AmeriCorps is available at [www.americorps.org](http://www.americorps.org).

**The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.**

Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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