



## **LITA (Love is the Answer) of Marin Bridging Generations and Youth Programs Coordinator Job Description**

### **THE ORGANIZATION**

Founded in 1975, LITA (Love is the Answer) is a nonprofit organization committed to helping older adults in Marin by providing volunteer friends who bring happiness, support and companionship to older adults experiencing loneliness or social isolation.

The mission of LITA is to improve the quality of life for persons living in long term care and retirement facilities, or isolated in their own homes, by providing them with regular companionship and human connections.

### **Bridging Generations Program Overview**

The Bridging Generations program provides elementary and middle school classes the opportunity to visit with older adults in long term care facilities. The classes visit the same facility monthly during the school year. Students develop ongoing relationships with facility residents through planned and supervised activities.

During the Pandemic, this program was suspended. The Bridging Generations Coordinator will be responsible for reigniting the program, as long as health and safety guidelines allow.

### **Other Youth Programs**

LITA partners with other youth organizations such as Children 4 Change, Boys Team Charity, and various Scouting chapters to provide activities for long term care facilities.

### **Position Overview**

The Bridging Generations and Youth Programs Coordinator reports to the Executive Director. The Coordinator is the point of contact when in the schools and facilities, and also represents LITA in collaborating with the teachers and students. The Coordinator must comply with HIPAA and facility regulations in managing the program.

**Summary of Key Responsibilities:**

- Identify and recruit facilities and school classes to participate in the program.
- Work with teachers to effectively integrate the LITA program into the curriculum.
- Coordinate with facilities and schools to facilitate visits.
- Lead the ongoing visits to facilities, attending each visit.
- Develop and administer a survey of teachers, students and facility staff to evaluate the program.
- Work with ED to ensure schools' participation and appropriate events are being shared via social media, newsletters and other media as available and appropriate.
- Serve as the liaison among LITA, schools, and youth organizations in Marin, providing opportunities for service.
- Collaborate on grant development and grant writing as needed to support Bridging Generations and the other youth programs.
- Collaborate with other LITA staff to identify overlap in programming or new aspects of the programs that enhance or expand LITA's mission.
- Participate in regular staff meetings and other internal staff reporting systems as needed.

Fulfill other necessary duties as required by the Executive Director. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and duties.

Status: Average of 6-10 hours a week (varies based on need), August-May

Salary: \$30/hour

Classification: Non-exempt

Employment Type: Part-Time and partially remote

**Required Qualifications:**

Experience developing and delivering elementary – middle school level curriculum

Experience managing and scheduling multiple groups or events at a time

Proficient computer skills using Microsoft Word, Excel, and an email mailing system

California Driver's License

Background check is required (cost will be paid by LITA)

**Desired Qualifications:**

A teaching degree or certification

Experience working with students, older persons and volunteers

Familiar with internal workings of long-term care facilities

Send cover letter and resume to:

LITA

4340 Redwood Hwy. #F103

San Rafael, CA 94903

Or email to [bbrown@litamarin.org](mailto:bbrown@litamarin.org)

NO PHONE CALLS PLEASE

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