



Phinney Neighborhood Association
Gathering Place Summer Temporary Job Announcement, 9 hours a week
June 2022

Phinney Neighborhood Association Mission

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

Position Overview

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

Facilitator of The Gathering Place, a two day a week enrichment program for those living with early stage memory loss. This is a summer temporary position. This position reports to social worker.

Essential Responsibilities

- Develop curriculum, facilitate, and administrate the 2 day a week enrichment program; 2 hour online Tuesdays and 3 hour in person Thursdays
- Maintain participant and program notes
- Consult with the social worker to assist as needed with participant intake, participant transitions, and referrals to other programs
- Coordinate and supervise program volunteers and instructors
- Obtain all materials and supplies
- Develop and maintain community partnerships and liaise with community organizations that offer arts and cultural enrichment opportunities

Qualifications

- Education or experience in working with people living with dementia required
- Bachelors in Social Work or BA in a related field with professional experience with elders
- Minimum two years of experience in small group facilitation or teaching
- Experience coordinating and supervising volunteers
- Must be able to lift 25lbs includes room set-up and take down
- Ability to pass national criminal background check

Compensation

This is a 9 hour per week Monday through Friday position paying \$21.50/hour. Benefits include: 401(k) plan with employer match; paid sick leave; self-paid Aflac products; and a free PNA household membership with reduced costs for classes and room rentals.

About the Phinney Neighborhood Association

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier

Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, an art gallery, a tool lending library, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and weekly contra dancing and folk music concerts. The PNA serves over 27,000 people each year, has 70 staff, 1,300 volunteers, and an annual budget of \$2.5 million. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants representing the diversity of our community are encouraged to apply.

To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to apply@phinneycenter.org. Preference will be given to candidates who apply by Wednesday, June 15 at 5 pm.