

ATTACHMENT B: Member Programs and Services Coordinator

(For us, and for our members—in most cases) the community building, which happens first through interaction via activities and second through helping each other, is more important than the actual services)

- Understand member needs and desires
[Have a “get-to-know-you” meeting with 120+ members (will take 4 hours/day for 60 days, so if you began on January 8, 2024 and met with 2 people each day for 5 days a week for 12 weeks, that would mean you would finish in March; more realistically, you will be doing other things during that time, so maybe spread it out over 24 weeks and complete by the end of June-ish)]
- Match members who can help with members who request help
- Recruit, vet, and manage non-member volunteers as appropriate
- Develop/refine WH health advocacy program
- Help members identify needed community resources when the help they need cannot be provided by other members and volunteers
- Meet weekly with ED and prepare monthly written reports of activities
- Attend Board meetings (usually at least 9/year)
- Develop an understanding of all ED functions (see attached job description) so you can fill in if needed/appropriate
- Participate, with ED, in interviewing new members
- Attend in-person events as requested/desired and all Zoom events at least once
- Develop, with members, new activities, events – This means providing whatever support is needed by a member who takes the lead
- Trigger and maintain the WH Phone Tree
- Provide liaison with other villages as appropriate