



Friendship Circle of Virginia

Job Title:	Director of Engagement		
Location:	Friendship Circle of Virginia	Travel Required:	Yes
Office Hours:	20 Hrs/Week, WFH optional Monthly Sunday Events Occasional Expos on Weeknights and Weekends throughout the year	Position Type	Hourly
Job Description			
<p>Who and what is their focus? All new members & active members needing more attention/support including Friends@Home pairs and Friends with Pens pairs. Providing individualized support & accommodations, retaining members, and welcoming new members. Retaining active members, including reengaging people who have been less active or become inactive recently. Growing our circle.</p>			
Role and Responsibilities:			
<p><u>General</u></p> <ul style="list-style-type: none"> • Work closely with the organization’s staff to guide new members in joining our community and support our active members with a wide range of disabilities, including mental health disorders, through individualized support and accommodations • Support and develop relationships with current youth and their families, as well as recruiting new youth and teens • Recruit new teen friends and families through Jewish schools, congregations, youth groups, at individual homes, referrals, schools, and honor societies • Work directly with teens and their parents, as well as families who have children with disabilities within the Richmond community and surrounding areas; the youth that participate in our programs range in age from young children to young adults • Keep all information about families confidential • Inform Executive Director of any changes in families and/or situations which may arise • Review Join Our Circle report to see who is interested in our programs • Attend monthly board meetings with detailed reports • Copy or blind copy Executive Director on all Friends @ Home related emails • Exchange all contact information with families involved • Encourage our families involved with our Friends programs to attend events • Home visits to families to set up Friends at Home program 			
<p><u>Community Outreach</u></p> <ul style="list-style-type: none"> • Represent Friendship Circle of Virginia in the community • Stay abreast of and develop relationships with organizations in the community that could benefit our youth & their families 			
<u>Friends @ Home</u>			



Friendship Circle of Virginia

- Engage families & teens in our community who are needing more support and guide new members through the intake process
 - Recruitment of volunteers
 - Presenting at local school youth groups
 - Recruitment of families
 - Network with local organizations with overlap
 - Set up a table at various fairs

Friends with Pens

- Make new matches or rematches for teens/friends not continuing in the program
- Monthly check in with teens and families

Qualifications

Possess very strong communication and organizational skills with a desire to work in a fast-paced, small team environment with a high level of collaboration with the other 2 staff members. Respectful towards all co-workers and organization members. Is detail oriented and works well independently. Self-motivated and able to work flexible hours as required to accommodate evenings outreach, occasional Saturday expos, and monthly Sunday events. Excellent writing and communication skills, an ability to pick up new skills quickly, trustworthiness, and a strong work ethic are essential. Personable, empathetic, and sensitive to the disability population and to all youth in general. Able and willing to communicate with parents, teens, and volunteers. Background in disabilities and social work, (both visible and invisible) preferred. Proficient in Excel.