



JOB DESCRIPTION

BRAIN FITNESS CLUB FACILITATOR

The Brain Fitness Club Program Facilitator delivers the daily program activities in accordance with the Brain Fitness Club curriculum under the supervision of the Program Coordinator.

Required Skills

- Compassion for older adults and a belief in their worth as individuals.
- Understanding of the challenges faced by persons living with Alzheimer's disease and other forms of dementia
- Experience working with individuals experiencing mild cognitive impairment and early dementia preferred but not a requirement
- Strong and polished interpersonal, written and oral communication skills
- Possess the personal characteristics essential for working with individuals living with dementia: integrity, initiative, emotional maturity, dependability, good judgment and an upbeat personality
- Excellent time-management and organizational skills
- Active listening skills
- Knowledgeable in group dynamics and processes
- Capable of working cooperatively with others, as well as independently
- Creative, strategic and analytical thinker, with the ability to adapt to ever changing needs of persons with dementia
- Accomplished in group facilitation
- Ability to maintain strict confidentiality
- Certification in CPR and first aid is beneficial

Qualities of a Facilitator

- Displays a warm and caring attitude
- Provides a positive environment where members can actively engage in the program activities
- Finds ways to encourage members who are hesitant to participate
- Demonstrates sensitivity to how much each member can do comfortably
- Ensures success for each member by providing needed modification to program activities while still maintaining the purpose and goals of the activity
- Makes observations and recognizes when interactions, situations or group dynamics change
- Acknowledges the responses of members by repeating what they say

- Repeats directions so members can stay on task during activities
- Makes himself or herself heard by projecting his or her voice and slowing down
- Ensures that members succeed and attain a sense of accomplishment
- Honors the group and affirms the wisdom of the collective membership as well as individuals
- Shows a sense of humor and encourages others in contributing humor
- Uses sentence case capitalization when conducting activities at the board
- Learns from the members and is open to their suggestions
- Asks for feedback at the end of activities, seeking out what members liked and what they wished had been different

Duties and Responsibilities:

- Welcome all members & Care Partners and make introductions
- In conjunction with the Coordinator, plan and deliver the daily schedule of activities according to content and standards of the Brain Fitness Club curriculum
- Prepare for facilitation of daily program activities by reading through the facilitator guides and becoming comfortable with the materials
- In absence of the Coordinator, assume the duties of the Coordinator for safe delivery of the program
- Assure safety measures are carried out. Notify Coordinator, immediately, of any incidences outside the norm
- Provide input to Coordinator regarding program needs, equipment, or facility that could enhance the program activities