

POSITION DESCRIPTION

Position Title: Memories in the Making® (MIM) Art Consultant, Western Slope

Reports To: Memories in the Making Coordinator

Exemption Status: Part-time contract

BASIC FUNCTION

Ensure that the MIM program thrives on the Western Slope by providing trainings, supporting MIM host sites, helping staff and volunteer facilitators focus on program objectives, and encouraging a high level of creative process.

PRINCIPAL RESPONSIBILITIES

- ◆ Support and encourage MIM host sites in the Western Slope region year-round through phone and email communications.
- ◆ Make at least two site visits per year to each host site and generate site visit reports with updates and recommendations.
- ◆ Plan and facilitate 2-3 MIM Basic Trainings per year and one MIM Advanced Training per year. Basic Training is a 6-hour session already developed by the Chapter and is required for all new MIM art group facilitators.
- ◆ Serve as liaison between host sites and local MIM event committee (if applicable) and the Association, with MIM Coordinator as primary contact.
- ◆ Maintain relationship and stay connected with the Association's Grand Junction office staff.
- ◆ Manage volunteer facilitators: stay connected with and support existing volunteers; recruit, train, and place new volunteers.
- ◆ [If community interest] Help convene (but do not chair) a MIM event committee of host site staff and others, to generate events that celebrate MIM art and artists.
- ◆ Procure supplies and submit expense and mileage reimbursements; manage an annual budget.

EDUCATION AND EQUIVALENT TRAINING

Art background and experience; training/teaching experience; experience in the healthcare field helpful; knowledge/experience with Alzheimer's disease helpful.

KEY QUALIFICATIONS

Excellent training and motivational skills. Strong communication and organization skills. Passionate about improving the quality of life for individuals with dementia. Use of Microsoft Word, PowerPoint, and Excel, email, internet, and basic AV setups. Travel required within region and occasionally to Denver. Evening and weekend hours occasionally required. Hours are flexible, but must be available during times that art groups meet, usually weekday mornings and afternoons. Time commitment is approximately 80-120 hours per year.

ABOUT MEMORIES IN THE MAKING

Active in Colorado since 1994, MIM provides a creative and expressive outlet to individuals with Alzheimer's disease or other dementias, even after the disease affects their ability to use language effectively. Watercolor painting groups of 5-10 artists are held in care communities and are facilitated by a staff member from that host site and an art volunteer. Both are trained by the Alzheimer's Association on how to facilitate MIM art groups for individuals with dementia, using high quality fine art materials.

Submit resume and letter of interest to Lisa Steffen, Memories in the Making Coordinator, at lsteffen@alz.org; Alzheimer's Association of Colorado, 500 N. Sherman Ave. #500, Denver CO 80203.