



MusicWorks Assistant (Contract/PT)

FriendshipWorks' mission is to reduce social isolation, enhance quality of life and preserve the dignity of elders in Boston and Brookline. We accomplish this mission by recruiting and training volunteers of all ages, faiths, and backgrounds who provide friendship, advocacy, education, assistance, and emotional support to isolated older adults.

FriendshipWorks operates six programs throughout Greater Boston. One of the cornerstones of our work is our Friendly Visiting program, a program that connects elders one-on-one in their homes with volunteers who provide company, friendship, and support. Friendly visiting matching is provided in all of Boston's neighborhoods, Brookline, Newton and soon Cambridge and Somerville. Matches are made in both English and Spanish. Other programs include Medical Escort, Friendly Helping, and three programs that foster connection in congregate settings - PetPals, MusicWorks and Relaxing through the Arts.

MusicWorks currently operates in 12 elder buildings in Jamaica Plain and Roxbury, with an average of about 160 elders attending classes each month. The goal of the program is to reduce social isolation among elders through the shared experience of music and music-related activities. The program hopes to expand.

DESCRIPTION:

Summary: This opportunity assists the MusicWorks Coordinator with preparations for, and operation of, MusicWorks classes. **Must have availability during the week, either mornings or afternoons especially Tuesday through Thursday.**

This position is an hourly, contract position that runs through December 31st, 2022. There is a possibility of renewal. The position is 15-20 hours per week at an hourly rate of \$20/hour. We also welcome applications from students receiving work study or practicum/school credit.

Duties may include:

- Responsible for room setup and cleanup
- Confirm musicians scheduled for each class
- Track attendance at classes
- Get to know the elders!

- Additional duties could include assisting with recruitment and confirmation of volunteers
- Take photos/videos
- Help coordinate with Friendly Helping and Friendly Visiting to see if any volunteers would like to participate with their Elders for booked dates
- Support or possibly lead MusicWorks groups
- Other duties as assigned

Qualifications:

- Demonstrated interest and skill in relating to older people
- Comfortable in group settings
- Detail oriented and reliable
- Ability to work independently and as part of a team
- Excellent organizational skills
- Knowledge of health and social service resources in Boston preferred
- Basic Computer skills, proficient in Microsoft Word and Google Suite
- Fluency in Spanish strongly preferred
- Background in music and/or music therapy preferred

Resumes and cover letters should go to jobs@fw4elders.org. Please be sure to put MusicWorks Assistant in the subject line and indicate your general availability in your letter. No phone calls please.

FriendshipWorks strives to create a diverse and inclusive culture where everyone feels welcome and supported. FriendshipWorks provides equal employment opportunities without regard to race, color, national origin, religion or creed, gender, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities. Individuals from underrepresented groups are especially encouraged to apply.