Adult Day Program Administrator – 3 Cheers Respite Program

Position Title: Program Administrator/Director
Program Model: Non-Profit Adult Dementia Day Program + Respite for All
Location: Mt. Tamalpais United Methodist Church, 410 Sycamore Ave., Mill Valley
Reports To: Designated member of the 3 Cheers Respite Steering Committee

Position Summary

The Administrator/Program Manager for the 3 Cheers Respite program is responsible for the launch, daily operations, and strategic growth of a specialized, social-model day program designed for seniors experiencing early to moderate dementia. This program operates out of Mt. Tamalpais United Methodist Church in Mill Valley, California, and aims to provide a safe, joyful environment for participants while offering crucial, four-hour breaks to their family caregivers. The Administrator ensures compliance with California Department of Social Services licensing, coordinates community outreach efforts, and maintains a vibrant network of volunteer caregivers. This is a full-time, exempt position, Monday through Friday, with mandatory on-site program hours and flexibility for occasional evening or weekend events, inspections, or family conferences. This is at-will employment, with a salary of $75,000 annually.

Please send a letter of interest and resume to 3 Cheers Respite Program, % MTUMC, 410 Sycamore Ave, Mill Valley, CA 94941; or via email at 3cheers@mtumc.org **no later than 5 pm on Monday, June 15, 2026**.

3 Cheers is proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neuro-diversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds. 3 Cheers provides reasonable accommodations to qualified individuals with disabilities in the employment application process.

Core Qualifications

- A Bachelor's degree in Gerontology, Social Work, Healthcare Administration, or a related social services field is highly preferred.
- At least 3 years of supervisory experience in senior care, adult day services, or memory care settings. Prior experience navigating California Title 22 social day care licensing is an asset.
- Must complete Administrator Certification as required by the California Department of Social Services (CDSS).
- Deep understanding of, or willingness to train in, dementia care models (e.g., Montessori, Teepa Snow, person-centered, Respite for All).
- Strong community outreach capabilities, empathetic communication skills for handling family care needs, and excellent budget management skills.
- Experience in **non-profit governance**, fundraising, or community-based programming.
- Multilingual abilities and cultural competence a plus.
- Must pass a criminal background check (LiveScan) and have current first aid and CPR certification.

Core Responsibilities

Program Operations & Compliance

- Develop and oversee implementation of the program's daily activities, individual service plans (ISPs), and dementia-informed protocols.
- Oversee the program's admission, retention, and discharge policies.
- Ensure timely processing of accounts payable and receivable.
- Ensure all operations are fully compliant with CCLD regulations, Health and Safety Code, and applicable standards.
- Act as liaison with **Community Care Licensing**, the **Department of Aging**, and **local public health agencies**.
- Lead **annual licensing inspections**, **audits**, and corrective action planning.
- Maintain documentation for participant records, incident reports, fire/safety drills, and staff credentials.

Staff Supervision & Training

- Recruit, train, and supervise all program staff, including volunteer staff, ensuring they meet required qualifications and receive:
    - Annual dementia care training
    - Elder abuse reporting training
    - CPR/first aid certification
- Maintain staffing ratios in accordance with Title 22 (e.g., 1:8 for general supervision; 1:4 for dementia care). Our model establishes a 1:1 participant-to-volunteer ratio to support social connections

Participant & Family Services

- Serve as the primary contact for participant families and caregivers, ensuring regular communication and access to support.
- Coordinate wraparound services such as respite care referrals, caregiver education, and community partnerships.
- Ensure programming is culturally sensitive, inclusive, and trauma-informed.

Community Relations, Fund and Program Development

- Represent and promote the program to better position public awareness.
- Cultivate a network of stakeholders and collaborators and make presentations to area civic and church groups.
- Cultivate relationships with individuals, non-profit corporations and foundations to increase financial support for the program.
- Collaborate with agency partners to offer caregiving training classes to build a larger network of participants, volunteers and families.
- Participate in **budget development**, grant reporting, and strategic planning in collaboration with the Steering Committee.
- Prepare reports for **grant funders**, **donors**, and **oversight committees**.

Other duties as assigned.