



FHNN BUILDING REPRESENTATIVE JOB DESCRIPTION

FHNN is looking for those interested in helping seniors in Friendship Heights, MD age in place and live full, engaged lives. Open to FHNN members living in one of the 10 buildings in Friendship Heights, MD: The Elizabeth, The Carleton, 4615 North Park, 4620 North Park, Wisconsin Place, The Willoughby, Willard Towers, The Highlands of Chevy Chase, and Somerset House.

Role

- The FHNN Building Representative is the volunteer liaison between FHNN and the residents, management, and board (if a condo) or any tenant association (if a rental) in his/her building.
- He/she provides information about FHNN to residents and volunteers, facilitating the transmission of monthly information, in accord with the building's regulations and culture, through flyers or special announcements, or forwarding FHNN notices to resident listservs.
- He/she works with FHNN staff to plan and carry out occasional in-building informational and educational events. When appropriate, he/she works to educate management and his/her board/tenant association about FHNN and the needs of aging-in-place residents.
- He/she provides or arranges for one-time special events for Full Members such as the delivery of free Thanksgiving meals.
- He/she attends monthly meetings of building representatives with FHNN leadership and staff.
- Recruits new Full and Social Members
- Welcomes new members
- Upon resigning, he/she is responsible for recruiting a replacement, offering to mentor him/her for up to a year to assure a smooth transition.

Qualifications

Interest in and current membership in FHNN.

Familiarity with FHNN programs and service as a volunteer is helpful.