

VOLUNTEER POSITION DESCRIPTION

All volunteer positions support our agency's overall mission and goals. The Greater Michigan Chapter's mission statement is to enhance the quality of living of all persons affected by Alzheimer's disease and other dementia related disorders by providing leadership, programs/services, advocacy and research support.

PROGRAM NAME: Development

GOAL OF PROGRAM

To Assist the Development Department in various special projects that support fundraising efforts for the Greater Michigan Chapter. These fundraising efforts increase awareness and bring much needed financial support to various programs that help individuals with Alzheimer's disease and related dementia.

The money raised through fundraising helps support programs, services and research for individuals with Alzheimer's disease and other related dementia.

VOLUNTEER POSITION DESCRIPTION

There are several volunteer opportunities within the Development Department, including but not limited to Special Events, 3rd Party Events, Mailings, Clerical Work and Data Entry.

SUPERVISOR: Appropriate Staff Coordinator

DESIRED QUALIFICATIONS/SKILLS OF VOLUNTEER:

1. Ability to work effectively with all types of individuals.
2. Professionalism
3. Team player
4. Dependable
5. Have own transportation
6. Maintain Confidentiality

POSITION RESPONSIBILITIES

Training required for positions may vary.