

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: Education

GOAL OF PROGRAM

Develop, implement and evaluate caregiver programs/workshops, professional in-services, health fairs, public forums, conferences and community events. Presentations focus on increasing the understanding and effectiveness in the care and management of individuals with Alzheimer's disease and other dementia related illnesses by educating and providing families, professionals, caregivers and the general public with the knowledge and skills needed to enhance the quality of life of the individual with Alzheimer's Disease and other dementia related illnesses.

This program also promotes support to the well being of the caregivers while offering heightened awareness and understanding of the disease.

VOLUNTEER POSITION DESCRIPTION

Three main volunteer positions are available within the Education Department of the Greater Michigan Chapter Alzheimer's Association. These positions typically require local travel and some weekends and evenings.

- | | |
|---|--|
| Workshop
Volunteers - | Volunteers will assist presenter with set up, distributing educational materials to participants, clean up and other special duties as needed by presenter. |
| Health Fair
Volunteers - | Volunteers will function as an advocate representing the Alzheimer's Association by facilitating information booths/tables. Written literature on Alzheimer's disease and related dementias, programs, events, and all agency brochures outlining services available from the association are distributed at health fairs. Volunteer would facilitate both set up and break down of exhibit. |
| Speakers Bureau
Volunteers - | Volunteers may include former caregivers, professionals, and individuals that have a personal or professional interest in Alzheimer's disease. Volunteers will have the ability and knowledge to present informational programs to various community groups. Areas of expertise may include health care, legal and finance. |

SUPERVISOR: Appropriate Staff Coordinator

DESIRED QUALIFICATIONS/SKILLS OF VOLUNTEER

1. Knowledge of Alzheimer's disease and related dementias, or willingness to learn.
2. Knowledge of programs and services of the Alzheimer's Association, or willingness to learn.
3. Dependable
4. Ability to communicate effectively

(Education position description cont.)

5. Good organizational Skills
6. Able to provide personal transportation
7. Maintain Confidentiality
8. Some knowledge of office equipment helpful (i.e., photocopier, facsimile, computer/software programs, telephone, audiovisual equipment, PowerPoint).

POSITION RESPONSIBILITIES

Training required for each outlined volunteer position will vary and will be offered as deemed necessary by the Alzheimer's Association.

1. Ability to transport approximately 25lbs of materials
2. Ability to travel as needed
3. Ability to prioritize and manage projects
4. Ability to be discrete and professional
5. Ability to work effectively with committees, staff, and outside contacts.
6. Ability to work independently