

## **ALZHEIMER'S ASSOCIATION – OREGON CHAPTER POSITION DESCRIPTION**

**POSITION TITLE:** Community Outreach Volunteer

**STATUS:** Volunteer

**REPORTS TO:** Program Director

### **GENERAL SUMMARY:**

Represents the Alzheimer's Association at various events, such as health fairs, exhibitions, and support groups; share information with those wanting to learn more about Alzheimer's disease and related dementias, services of the Association, and available community resources.

### **POSITION TERM LIMITS:**

1 year

### **ESTIMATED TIME REQUIRED:**

2-3 hours per month; varies dependent on need. Some weekends and evenings.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Responsibilities**

- Set-up and dismantle information booths when necessary in accordance with set guidelines.
- Attend basic and on-going training designed to provide current information and enhance skills.
- Communicate with a diverse population.
- Present information on Alzheimer's disease, accessing our services, and community resources.
- Answer basic questions and refer to the Association Helpline for additional information and assistance as needed.
- Distribute chapter literature and information as appropriate.
- Prepare and submit event/meeting evaluation reports.

#### **Skills Needed**

- Be knowledgeable about Alzheimer's disease and its impact it has on families.
- Knowledge of Association programs and services and community resources
- Comfort with speaking to groups or individuals
- Ability to engage attendees in conversation regarding Alzheimer's disease

## **Training**

- Volunteer training that will include an overview of Alzheimer's disease, mission and resources of the Alzheimer's Association, and a group evaluation
- On-going education and training as required

## **Working Conditions**

- High volume of public contact
- Must own, maintain current auto insurance and travel independently to meetings and events
- May require standing and/or sitting for extended periods of time.
- Some lifting up to 40 lbs.

## **Equipment**

- Access to internet and e-mail for communication is helpful
- Telephone
- Display Table equipment
- Association Floor/Table Banner
- Brochures/Flyers