

Alzheimer's Association  
Greater Pennsylvania Chapter  
Volunteer Opportunities

**Administrative Assistant Volunteer** – The Administrative Assistant Volunteer is primarily responsible for assisting with daily office functions. This volunteer position will assist with preparing packets and mailings, making copies, filing, maintaining resource supplies, typing and more.

**Telephone Reception Volunteer** - The Telephone Reception Volunteer manages incoming telephone calls to the office and transferring them to the appropriate staff/volunteer person. This person will also greet visitors and guests to the office and assist them as needed. Additional duties (depending on the volunteer's skills) may include light typing, opening mail, and distributing mail to staff or other light office tasks. This position is seated as people who are unable to sit for periods of time may not enjoy this opportunity.

**Data Entry & Computer Volunteer** – The Data Entry & Computer Volunteer is primarily responsible for helping with various computer tasks. This position will create new data files, run reports, and make corrections as requested and word processing in the data base of Word, Excel, computer Helpline and/or Kintera.

**Education Conference Volunteer** – The Education Conference Volunteer assists the Education & Outreach coordinator during the day of the event. This person will greet attendees and direct them to the conference location/display areas, assist with registration and act as “runners” if there is a need. The Education Conference Volunteer may also be responsible for the Alzheimer's Association education table for the day.

**Health Fair Volunteer** –The Health Fair Volunteer is responsible for overseeing tables at various health fairs. This volunteer position is available in the Greater Pennsylvania Chapter's 59 county coverage area. Assignments will be given to volunteers depending on where they live and their willingness to travel. Health Fairs are one of the largest avenues of outreach for the Alzheimer's Association.

**Helpline Volunteer** – The Helpline volunteer position is available in the Harrisburg Regional office only. Primarily responsible for answering calls from families and other callers requesting information about Alzheimer's disease and related dementias. This volunteer position may also be placing follow up calls with current families if requested.

**Outreach Ambassador Volunteer** - The Outreach Ambassador helps the Greater Pennsylvania Chapter expand awareness and increase Alzheimer's Association referrals in underserved communities. The ambassador reaches out to families, health care providers, civic organizations, community leaders, business, schools, etc to inform the public of available services and opportunities for involvement. This volunteer position provides opportunities to work in their local community with in the Greater Pa's 59 county service area. Ambassadors serve as information and awareness links in the community to promote association events, services and opportunities for service and leadership. They also can assist in identifying resources and recruiting volunteers.

**Speaker's Bureau Volunteer** - The Speaker's Bureau Volunteer is primarily responsible for assisting the Education & Outreach Coordinator in providing educational programs. This person would volunteer to educate and support those who have Alzheimer's disease, their caregivers and families; professionals involved in the support, care, and treatment of those with the disease; and organizations who have requested an education offering.

**Memory Walk Committee Volunteer** - The Memory Walk Committee Volunteer will work with the Special Events Managers in their designated region to assist with the planning and implementation of Memory Walk.

Please contact the following Regional Office in your area for further information regarding volunteer opportunities.

**Southwest Regional Office**

Paula Cunningham, Adm. Asst.  
1100 Liberty Avenue, Suite E-201  
Pittsburgh, Pa 15222  
412-261-5040

**Northeast Regional Office**

Gail Aideuis, Adm. Asst.  
57 Franklin Street  
Wilkes-Barre, PA 18701  
570-822-9915

**Northwest Regional Office**

Robin Hecker, Adm. Asst.  
1128 State Street, Suite 301  
Erie, PA 16501  
814-456-9200

**Southcentral Regional Office**

Lynn Belt, Adm. Asst.  
3544 North Progress Ave., Suite 205  
Harrisburg, PA 17110  
717-651-5020