

**St. Louis Alzheimer's Association - Job Description
Communications & Development and Outreach
Memory Walk Promotions Subcommittee Member**

Promotions Sub-Committee Members assist in the planning and promoting of a successful Memory Walk event.

Promotions Sub-Committee Members report to the Promotions Sub-committee Chair and the Alzheimer's Association Events Coordinator or Outreach Coordinator assigned to the local Walk.

Responsibilities:

- Complete volunteer application, confidentiality policy, and other paperwork as required by the Alzheimer's Association.
- Assist with promotions for Memory Walk:
 - Assist with the distribution of brochures and posters as assigned by the Promotions Sub-Committee Chair. Geographic area and professional and/or civic connections will be taken into consideration in making these assignments.
 - Assist with the placement of announcements/stories in local company, club, or church newsletters, etc.
- Attend Memory Walk committee training
- Attend promotions sub-committee meetings
- Attend the Memory Walk Kick-Off Party
- Attend the Memory Walk
- Assist in the implementation of the three-year plan for event and revenue growth

Qualifications:

- Strong organization skills with the ability to follow through with tasks assigned and meet deadlines
- Long-range vision necessary to see the Memory Event to the next level.
- Understanding of the Chapter's mission and programs
- Full understanding and compliance with confidentiality policy
- Completion of Volunteer Basic Training within 90 days of start date

The Alzheimer's Association depends heavily on contributions from individuals, and encourages all volunteers to give an annual gift to further our mission.

Time Commitment: Approximately 5 hours per month with most of the commitment required in the months of June, July, and August.

**St. Louis Alzheimer's Association - Job Description
Communications & Development and Outreach
Memory Walk Corporate Sub-Committee Member**

Corporate Sub-committee Members assist in promoting the Memory Walk in order to successfully secure corporate sponsorships for the event.

The Corporate Sub-committee Members report to the Corporate Sub-committee Chair and the Alzheimer's Association Events Coordinator or Outreach Coordinator assigned to the local Walk.

Responsibilities:

- Complete volunteer application, confidentiality policy, and other paperwork as required by the Alzheimer's Association.
- Assist with the retention and recruitment of corporate sponsorships
 - Identify prospects
 - Assist in the development of letters to company decision makers
 - Sign letters
 - Make phone calls and personal visits to company decision makers
- Complete and submit appropriate paperwork to ensure the Alzheimer's Association staff can properly steward sponsorships
- Attend corporate sub-committee meetings
- Attend the Kick-Off Party
- Attend the Memory Walk
- Assist in the implementation of the three-year plan for event and revenue growth

Qualifications:

- Must be comfortable making contact with civic and business leaders and asking for financial support
- Exceptional organizational skills with the ability to appropriately follow up
- Understanding of the Chapter's mission and programs
- Full understanding and compliance with confidentiality policy
- Completion of Volunteer Basic Training within 90 days of start date

The Alzheimer's Association depends heavily on contributions from individuals, and encourages all volunteers to give an annual gift to further our mission.

Time Commitment: Approximately 5 hours per month with most of the commitment required between December and May

**St. Louis Alzheimer's Association - Job Description
Communications & Development and Outreach
Memory Walk Logistics Sub-Committee Member**

Logistics Sub-committee Members helps with planning, organizing, and executing a successful Memory Walk event.

Logistics Sub-Committee Members report to the Logistics Sub-committee Chair and the Alzheimer's Association Events Coordinator or Outreach Coordinator assigned to the local Walk.

Responsibilities:

- Complete volunteer application, confidentiality policy, and other paperwork as required by the Alzheimer's Association.
- Assist in planning the logistics and preparation for the day of the event:
 - Make reservations for ambulance service, table rental, etc.
 - Help coordinate with police and park officials
 - Help coordinate signage and mark route
 - Help coordinate entertainment and/or Kids Loop
 - Assist with booth vendors
- Turn in invoices and related paperwork in a timely manner to ensure proper budget tracking by the Alzheimer's Association staff
- Attend logistics sub-committee meetings
- Attend Kick-Off party
- Attend Memory Walk and assist in running the event activities
- Help supervise and coordinate day-of volunteers at the Walk site.

Qualifications:

- Must possess organizational skills and have the abilities to follow through on tasks and meet deadlines.
- Understanding of the Chapter's mission and programs
- Full understanding and compliance with confidentiality policy
- Completion of Volunteer Basic Training within 90 days of start date

The Alzheimer's Association depends heavily on contributions from individuals, and encourages all volunteers to give an annual gift to further our mission.

Time Commitment: Approximately 5 hours per month, with most of the commitment required from March through September.

**St. Louis Alzheimer's Association - Job Description
Communications & Development and Outreach
Memory Walk Teams Sub-Committee Member**

Teams Sub-committee Members help promote the Memory Walk and successfully recruit and retain team captains.

Teams Sub-committee Members report to the Teams Sub-committee Chair and the Events Coordinator or Outreach Coordinator assigned to the local Walk.

Responsibilities:

- Complete volunteer application, confidentiality policy, and other paperwork as required by the Alzheimer's Association.
- Assist in the recruitment and retention of team captains and their teams:
 - Assist with the assembly and distribution of Team Captain Kits
 - Make phone calls to past team captains
 - Make visits to companies and organizations to encourage the creation of new teams, with a goal of recruiting 1-2 new teams
 - Convey as necessary any questions, concerns, requests for information, etc., to the Walk Coordinator
- Attend Sub-Committee Meetings
- Attend Kick-Off Party
- Attend Memory Walk and network with Team Captains

Qualifications:

- Willingness and ability to make visits to companies and organizations
- Enthusiasm for the event and the ability to share that enthusiasm
- Understanding of the Chapter's mission and programs
- Full understanding and compliance with confidentiality policy
- Completion of Volunteer Basic Training within 90 days of start date

The Alzheimer's Association depends heavily on contributions from individuals, and encourages all volunteers to give an annual gift to further our mission.

Time Commitment: Approximately 5 hours per month, with most of the commitment required in the months from June through September.

**St. Louis Alzheimer's Association - Job Description
Communications & Development
Memory Walk Clubs Sub-Committee Member**

The Clubs Sub-Committee Member helps with the organizing and promotion of:

- the Pacesetters Club for individuals who raise at \$500 for Memory Walk, and
- the Extra Mile Club for individuals who raise at least \$250 for Memory Walk

The Clubs Sub-committee Member reports to the Clubs Sub-committee Chair and the Alzheimer's Association Events Coordinator.

Responsibilities:

- Complete volunteer application, confidentiality policy, and other paperwork as required by the Alzheimer's Association.
- Assist with the organization and promotion of the Pacesetters and Extra Mile Clubs:
 - Assist with development of signs and/or T-shirts for each Club
 - Assist with the ordering and distribution of Club T-shirts
 - Make phone calls to past Club members
 - Assist with the tracking of all Club participants
- Attend Clubs Sub-Committee meetings
- Attend Kick-Off Party
- Attend Memory Walk

Qualifications:

- Organizational skills
- Understanding of the Chapter's mission and programs
- Full understanding and compliance with confidentiality policy
- Completion of Volunteer Basic Training within 90 days of start date

The Alzheimer's Association depends heavily on contributions from individuals, and encourages all volunteers to give an annual gift to further our mission.

Time Commitment: Approximately 5 hours per month, with most of the commitment required during the months of May through August.

St. Louis Alzheimer's Association - Job Description
Communication & Development
Memory Walk Post-Walk Sub-committee Member

Post-Walk Sub-committee Members help plan and execute the post-walk activities associated with all Chapter-sponsored Memory Walks

Post-Walk Sub-committee Members report to the Post-Walk Sub-committee Chair and the Alzheimer's Association Events Coordinator.

Responsibilities:

- Complete volunteer application, confidentiality policy, and other paperwork as required by the Alzheimer's Association.
- Responsible for the activities to wrap-up the Memory Walk season
 - Assist with the development of a post-walk survey and oversee the distribution to walkers approximately 1 week after the event
 - Assist with compiling the survey results, as needed
 - Assist with the organization and distribution of higher level prizes that are ordered after the Walk's completion
 - Assist as necessary with sending a final thank you letter to team captains that announces the final total dollar amount raised.
- Attend Post-Walk Sub-committee meetings
- Attend the Kick-Off Party
- Attend the Memory Walk

Qualifications:

- Leadership, management and organizational skills
- Understanding of the Chapter's mission and programs
- Full understanding and compliance with confidentiality policy
- Completion of Volunteer Basic Training within 90 days of start date

The Alzheimer's Association depends heavily on contributions from individuals, and encourages all volunteers to give an annual gift to further our mission.

Time Commitment: Approximately 5 hours per month with most of the commitment required during the months of September through November

**St. Louis Alzheimer's Association - Job Description
Communication & Development
Memory Walk Research Sub-committee Member**

Research Sub-Committee Members help plan and execute a successful Memory Walk event by participating in research and reporting efforts on fundraising walks and trends in this field.

The Research Sub-committee Members to the Research Sub-committee Chair and the Alzheimer's Association Events Coordinator.

Responsibilities:

- Complete volunteer application, confidentiality policy, and other paperwork as required by the Alzheimer's Association.
- Conduct research and report findings to assist in the planning of future Memory Walk events:
 - Research other Alzheimer's Association walks
 - Research other fundraising walks in the St. Louis area
 - Identify and develop new trends and ideas for future Memory Walks
- Attend Research Sub-committee meetings
- Assist in the implementation of the three-year plan for event and revenue growth
- Attend Kick-Off Party
- Attend Memory Walk

Qualifications:

- Excellent communication skills
- An ability to compile, synthesize, and coherently report on information
- Understanding of the Chapter's mission and programs
- Full understanding and compliance with confidentiality policy
- Completion of Volunteer Basic Training within 90 days of start date

The Alzheimer's Association depends heavily on contributions from individuals, and encourages all volunteers to give an annual gift to further our mission.

Time Commitment: Approximately 5 hours per month throughout the year.