

## Volunteer Opportunities

<b>Accounting Volunteer</b>	Assist staff in the accounting department
<b>Telephone &amp; Reception Volunteer</b>	Assist with answering phones and directing calls, taking messages, greeting and assisting visitor's to the association, and general clerical assistance.
<b>Committee Member</b>	Serve families through committee leadership. Positions vary based on skills and experience.
<b>Communications Volunteer</b>	Assist communications coordinator with producing simple news releases and mailings to newspapers, organizing photo files, updating media information, etc.
<b>Community Resource Volunteer</b>	Update resource lists used by the association. Phone and computer work. Committee leadership also needed.
<b>Data Entry Volunteer</b>	Update records and entry data throughout the association. Training provided.
<b>Development Volunteer</b>	Assist development director and provide valuable support in our fundraising department.
<b>Education Volunteer</b>	Assist education department with programs by encouraging participation, presenting information at programs, and assisting with registration.
<b>Family Services Volunteer</b>	Supports family services staff by keeping family files up-to-date, inventory, copy and stock information supplies.
<b>Graphic Design Assistant</b>	Assist staff in producing fliers, brochures, posters, etc.
<b>Health Fair Volunteer</b>	Educate community by working in our booth at health fairs throughout the association service area.
<b>Helpline Volunteer</b>	Offers phone support by answering questions, listening and helping family caregivers with concerns about Alzheimer's Disease, community resources and chapter services. Requires extensive training provided by the association.

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### Office Volunteer

Assemble packets, make copies, assist with mailings and much more. May be temporarily assigned to special projects as needed.

### Outreach Ambassador

Outreach ambassadors work throughout the entire 38 county service area assisting outreach coordinators. Service may include telephone calls, visiting various sites to disperse information including doctors' offices and local libraries, assisting at health fairs, Memory Walk and other special events, committee work, facilitating support groups and/or speaking engagements.

### Phone Work Volunteer

Making phone calls for all departments, including follow-up calls, scheduling speakers, and making thank you calls. No standing is required.

### Speaker's Bureau Volunteer

Present information to families, professionals and community groups. Personal or professional experience with AD helpful.

### Special Events Volunteer

Assist special events coordinator with planning, coordinating, and implementing special events benefiting the Alzheimer's Association.

### Support Group Assistant

Provide administrative assistance for the tracking, monitoring, and training of support groups and facilitators.

### Library Assistant

Greet and assist visitors to our in-house library.

### Support Group Facilitator

Lead monthly discussion and resource groups for family members in your area.