

VOLUNTEER JOB DESCRIPTION

Position: EDUCATION EVENT ASSISTANT

Reports to: Education Coordinator

Purpose: To staff First Friday and Caregiver Series events to ensure a successful experience for caregivers.

Responsibilities:

- Assist participants during sign in process. Specific tasks include:
 - ✓ Ensuring all guests sign in on appropriate attendance sheets.
 - ✓ Distributing any handouts related to presentation.
 - ✓ Directing guests to food table.
 - ✓ Collecting appropriate fees if applicable.
- Assists with set-up and clean up on meeting day.
- Communicates any problems/concerns to staff during or between meetings.
- Communicate with guests in a friendly and appropriate manner.
- Follow the Alzheimer's Association guidelines regarding confidentiality.

Skills Needed:

- Desire to help caregivers of persons with memory loss.
- Desire to work as a team member with staff and other volunteers.
- Patience
- Reliability
- A willingness to attend any relevant training