

VOLUNTEER JOB DESCRIPTION

Position: Memory Walk Volunteer

Reports to: Special Events & Marketing Manager

Purpose: To help behind the scene of the Association's signature fundraising event.

Responsibilities:

- Assist with mailings.
- Update mailing lists.
- Drop off Memory Walk information to companies, organizations, team captains, etc.
- Assist with arrangements for monthly Memory Walk Steering Committee meetings.
- Provide information about Memory Walk to the local media to promote Memory Walk(s) via phone, mail and e-mail.
- Corporate sponsorship solicitation.
- Donation solicitation.
- Communication with present and past Memory Walk participants.
- Assistance with day of event planning.
- Follow up communication about Memory Walk with corporations and individuals.
- Assembling information packets.

Skills Needed:

- Familiar with community and local businesses
- Must feel comfortable asking for donations or contributions from businesses and local communities.
- Basic computer skills
- Knowledge or willingness to learn online software used for fundraising.
- Ability to communicate comfortably over the phone.
- Ability to work independently or with Alzheimer's staff and/or other volunteers.
- Have own transportation.