

VOLUNTEER JOB DESCRIPTION

Position: SPEAKER'S BUREAU

Reports to: Education Coordinator

Purpose: To deliver presentations and educational information to a range of audiences to increase awareness and promote understanding of Alzheimer's disease and dementia and the services the chapter provides

Responsibilities:

- Speak to community groups as requested by Education Coordinator
- Present the appropriate education material as provided by the Alzheimer's Association
- Use any relevant equipment required for the presentation in a safe manner
- Ensure any relevant sign-in sheets are produced and collected for the session
- Ensure any relevant information such as handouts or literature are provided to the group
- Ensure evaluation forms are distributed and collected and given to Education Coordinator
- Follow The Alzheimer's Association guidelines regarding confidentiality
- Participate in the Alzheimer's Association Volunteer Training Program

Skills and Attributes Needed:

- Have an understanding of Alzheimer's disease and chapter services
- Ability to communicate effectively
- Friendly and courteous
- Experience of public speaker or able to speak comfortably to a group
- Desire to work as a team member with staff and other volunteers.
- Dependable and prompt
- Have own transportation