

VOLUNTEER JOB DESCRIPTION

Position: SUPPORT GROUP FACILITATOR

Reports to: Program Coordinator

Purpose: To facilitate the exchange of support and information to a group of caregivers on a regular basis.

Responsibilities:

- Attend all support group meetings.
- Share responsibilities with a co-facilitator if one is available.
- Involve participation of all members in the planning and implementation of the monthly meetings.
- Coordinate ongoing arrangements for meeting site.
- Notify group members of meeting schedule.
- Coordinate monthly publicity for support group to the community at large.
- Provide current information on chapter programs, services, and upcoming events at each meeting and encourage participation.
- Obtain speakers on issues of interest to support group participants when applicable.
- Arrange for refreshments if desired; set-up and clean up of meeting space.
- Guide participation of members, emphasizing group interaction and non-judgmental atmosphere for sharing with one another.
- Take attendance at all meetings and submit monthly report to the Program Coordinator in a timely manner.
- Maintain confidentiality about all information received about support group members and content of meetings
- Attend all training sessions, to the best of your ability, offered by the Central Ohio Chapter, for the benefit of Support Group Leaders.
- Communicate any changes in group/facilitator information or concerns about group to Program Coordinator.

Skills Needed:

- Experience with and sufficient knowledge of Alzheimer's disease and its impact on families.
- Knowledge or willingness to learn appropriate techniques for facilitating support groups.
- Empathy for individuals and families struggling with the disease.
- Active listening skills.
- Comfort with the expression of emotion.

- Ability to work independently or with a co-facilitator.
- Have own transportation.