

**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**  
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717  
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

## **Resource Guide Assistant Volunteer Position Description**

**Program Recruiting Volunteer:** Area IV Agency on Aging (Area IV)

**Position Supervised by:** Michele Mathot-Education and Outreach Coordinator

**Brief Description of Area IV and its purpose:** Our mission is to assist seniors and persons with disabilities to make choices to preserve their independence and dignity. One of our key services is to provide clients with information, assistance, and referrals to community organizations and businesses that may be able to meet their identified need. We manage other programs such as Medicare Information and Counseling, Long-Term Care Ombudsman, and the Senior Medicare Patrol. Area IV also provides funding to many other senior programs throughout our six county area (Lewis and Clark, Broadwater, Jefferson, Meagher, Gallatin, and Park).

**Description of Role:** Through the efforts of the volunteer in this position, seniors, those with disabilities, and their caregivers will have access to an up-to-date source for area resources. The volunteer will assist Area IV's Education and Outreach Coordinator in calling local businesses and organizations to find out whether they still wish to be included in our resource guide, updating information in the guide, typing up the guide in Microsoft Word, and formatting the guide.

### **Responsibilities:**

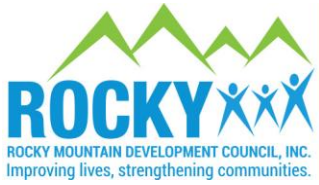
- Work closely with Area IV's Education and Outreach Coordinator to develop a user-friendly senior resource guide.
- Abide by Rocky Mountain Development Council, Inc. (Rocky) volunteer policies.
- Call local businesses and organizations to gather updated information and ask whether they wish to be included in the resource guide.
- Type up the resource guide in Microsoft Word and update included information.
- Format the guide.
- Complete other duties as decided and agreed upon by volunteer supervisor and volunteer.

### **Skills and Experience:**

- Proficient using a computer and Microsoft Word.
- At ease using the phone to call up local businesses and organizations.

### **Time Commitment:**

- Position to begin as soon as possible.
- Five to ten hours a month.
- Position is expected to end late summer or early fall 2019.



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**Physical Demands and Working Conditions:**

- Volunteer will spend most of his or her time working at a desk.
- Space will be provided in the Area IV office building.

**Reasonable Accommodations**

Rocky is committed to providing reasonable accommodations to employees or non-paid staff applicants with disabilities, in accordance with federal and state law. A reasonable accommodation enables a qualified individual with a disability equal opportunity to provide the same level of performance, enjoy equal benefits, and receive equal privileges as a member who does not have a disability. Disclosure can happen from an informal conversation to a formal written request for an accommodation. It can also happen at any time during the term of service, from the interview, to months after you begin serving.

**I have read the above volunteer position description and agree to perform these responsibilities (To be signed at orientation).**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_