

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

Memory Café Assistant
Volunteer Position Description

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

Position Supervised by: Area IV's Volunteer Coordinator

Minimum Commitment: Please commit to at least three Memory Café Events.

Contact: Claire Marshall at (406) 457-7376 or email cmarshall@rmdc.net

Program Overview: Area IV Agency on Aging, a program of Rocky Mountain Development Council, Inc. (Rocky), is a non-profit that assists seniors and persons with disabilities to make choices to preserve their independence and dignity. We manage programs such as Medicare Information and Counseling, Information and Assistance, Long-Term Care Ombudsman, Caregiver Support and the Senior Medicare Patrol. We serve the six county area of Lewis and Clark, Broadwater, Jefferson, Meagher, Gallatin, and Park.

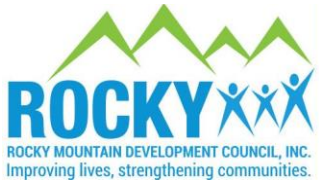
Position Overview: Memory Café is a meeting place for family caregivers, along with their loved one(s), who can enjoy a change of pace, meet other caregivers, exchange ideas and information, and experience a renewal in their relationship with the loved one they are caring for. Individuals with cognitive impairment are accompanied by their caregiver for a fun-filled social event where they have an opportunity to relax and meet others. The volunteer in this position will greet the attendees of Memory Café, help them sign-in, help them find a nametag, and make sure they feel comfortable and welcome. After the check-in process is complete, the volunteer will mingle among the participants to help keep the conversation flowing. The volunteer will also assist guests in finding any resource tables they are interested in.

Key Responsibilities:

- Work closely and communicate effectively with Area IV's Volunteer Coordinator.
- Assist participants in checking-in, signing photo release forms and getting name tags.
- Ensure each participant is greeted with a smile and feels comfortable.
- Mingle among the group to ensure conversation is flowing.
- Assist in set-up and take-down of Memory Café.
- Maintain confidentiality.
- Abide by Rocky's volunteer policies.

Qualifications:

- Interested in helping others.
- Excellent written and verbal communication skills.
- Self-motivated.
- Friendly.
- Positive attitude and willingness to share that with individuals.



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- Ability to encourage others to practice self-advocacy.
- Excellent attention to detail.
- Good listening skills.
- Experience with seniors and those experiencing memory loss is a plus!

Requirements:

- Ability to pass a Sex Offender Check.
- Completion of volunteer application and orientation process at Rocky.
- Completion of Dementia Friends Training.

Benefits:

- Interesting conversations.
- Attend a fun-filled social event with seniors and their caregivers.
- Knowledge that you've played a part in decreasing caregiver isolation, and helped provide a safe and comfortable place for people living with memory impairment.
- Each Memory Café includes a fun presentation and a chance to learn something new.
- Spend time getting to know seniors living with memory impairment.

Commitment: Each Memory Café Event lasts about 90 minutes. Please allow for ½ hour before and after the event to assist in setup and cleanup. Each volunteer opportunity is about 2 ½ hours. Please commit to at least three Memory Café events.

Location: Helena Senior Center – 200 S. Cruse Avenue

Date: Third Wednesday of every month, starting in September

Time: 9:00 – 11:30, Memory Café runs from 9:30 – 11:00

Goal of Position: The goal of Memory Café is to provide people living with memory impairment and their caregivers with a safe space to meet others, socialize, and an opportunity to learn something new.

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

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date

Signature of Volunteer Coordinator

Date