

## Education Assistant Job Description

**Time Requirements:** Minimum six-month commitment, approximately 2-4 hours per month

### Responsibilities:

- Provide assistance with Alzheimer's San Diego education classes, workshops, conferences, health fairs and special events
- For education classes, provide support to the Education & Outreach Manager with the following:
  - Meet Education & Outreach Manager at class location 20 min prior to start time
  - Assist with set-up, including distributing materials, adjusting seats, etc.
  - Hand out materials during class, if needed
  - Assist with cleanup and answering questions at the end of the program
- For booth events such as conferences, health fairs and special events:
  - Pick up materials from Alzheimer's San Diego office, set up table and return materials at end of event (when no staff is available to attend)
  - Answer questions and provide information about Alzheimer's San Diego programs and services
  - Take down contact information as necessary for individuals who would like more information
- Maintain professionalism and reliability, recognizing volunteers represent Alzheimer's San Diego to the community
- Regularly communicate with Volunteer Program Manager

### Skills & Qualifications:

- Excellent individual and group communication skills
- Outgoing, enthusiastic and warm
- Excellent interpersonal skills
- Highly reliable and professional

### Requirements & Training:

- Background check (Alzheimer's San Diego expense)
- Complete paperwork
- Complete training program

**Reports to:** Volunteer Program Manager