



Volunteer Support and Discussion Group Leader

Description: Volunteer Support and Discussion Group leaders actively lead a group of people who know, love, or care for someone with Alzheimer's disease or another dementia. Leaders are responsible for providing a space and a time for people to meet others and share issues related to Alzheimer's disease or another dementia.

Length of Commitment: Volunteer Support and Discussion Group leaders are asked to give a minimum of 12 months commitment

Responsibilities:

- Follow policies and procedures set forth by Alzheimer's San Diego
- Be dependable and consistent; arrive on time, allow time to meet with group members directly following the group to answer questions and/or address other needs
- Regularly communicate with the Support and Discussion Group Coordinator about group members who may need extra support or resources
- Submit monthly attendance to the Support and Discussion Group Coordinator either through email, fax, or postal mail
- Uphold and maintain confidentiality
- Have working knowledge of the programs and services that Alzheimer's San Diego provides
- Changes to the time, date or meeting space of the group will be at the discretion of the Support and Discussion Group Coordinator, if something arises which changes your availability please notify the Support and Discussion Group Coordinator in a timely manner
- As a Volunteer Support and Discussion Group Leader, you are also part of the Alzheimer's San Diego team, it is expected that interactions, behavior, and communication are of a professional nature, do not engage in outside relationships with any group members
- Be equipped with the forethought and knowledge of how to approach an

emergency situation, and know when to contact the proper authorities, such as 911 or an Alzheimer's San Diego staff member

Requirements:

- ✓ Complete volunteer paperwork
- ✓ Background check
- ✓ Complete leader training
- ✓ Stay connected to Alzheimer's San Diego by attending education classes or the bi-annual Volunteer Education Meetings

Qualifications: Must have excellent people skills, be caring and patient, a good listener who is able to express empathy and compassion and be able to represent Alzheimer's San Diego in a professional and appropriate manner. You do not need to have personal experience in caring for someone with Alzheimer's disease or other dementia to lead a group.

Classroom Training: All Support and Discussion Group leaders are required to attend one full-day training at Alzheimer's San Diego. This training will give interested leaders information on Alzheimer's disease, Alzheimer's San Diego programs and services, an overview of group leadership including managing group dynamics, establishing rituals and structure, and your role and responsibilities.

Alzheimer's San Diego Support and Discussion Group Coordinator:

The Support and Discussion Group Coordinator is responsible for establishing and coordinating all functions related to the Support and Discussion Groups. The Support and Discussion Group Coordinator will maintain the group directory and will advertise groups with assistance from leaders. It is the responsibility of the Alzheimer's San Diego Support and Discussion Group Coordinator to determine where and if the volunteer will be placed within a group.

Thank you for your interest in volunteering as a Support and Discussion Group Leader with Alzheimer's San Diego