

Special Events Assistant Volunteer Position Description

Time Requirements: Minimum six-month commitment

Reports to: Volunteer & Respite Program Manager

Responsibilities (*will depend on the event, but volunteers can expect some or all of the following*):

- Assist with annual events such as Walk4ALZ, Visionary Luncheon and SD Rides for ALZ
- Help with set-up and breakdown at various locations in the county
- Greet and check-in guests
- Answer questions about Alzheimer's San Diego
- Assist with registration and/or check-out
- Help with distribution of T-shirts and other promotional items
- Assist with handing out refreshments
- Assist with misc. duties as assigned

Skills & Qualifications:

- Must be available evenings and weekends
- Friendly, positive, enthusiastic demeanor
- Excellent verbal communication skills
- Ability to learn information about Alzheimer's San Diego
- Ability to work cooperatively with staff and volunteers
- Reliable and flexible, and maintain a professional appearance

Requirements & Training:

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

Attire:

- TBD based on event