



phone 858.492.4400 | www.alzsd.org
3635 Ruffin Road, Suite 300, San Diego, CA 92123

Education Assistant Volunteer Position Description

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

Reports to: Director of Education and Director of Social Programs & Volunteers

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 Department with the following:
 - Meet presenter at class location 20 min prior to start time
 - Assist with set-up, including distributing materials, adjusting seats, etc.
 - Help unregistered participants fill out registration form
 - Hand out materials during class
 - Write down questions asked in class and provide list at the end of the program (ideally typed up and emailed in Word or Google Doc format)
 - Review registration forms for missing demographic information and work with the presenter to capture that data before participants leave
 - 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 (only 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 the Education presenter(s) and Director of Social Programs & Volunteers
- For Spanish speakers helping with cafecitos (informal information sessions): take notes, engage with attendees, look out for attendees who may need help filling out forms and offer assistance, and generally be an active participant.



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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