

Title:	Program:	Department:
Dementia Friendly Missoula Memory Loss Brochures Volunteer	Dementia Friendly Missoula	Resource Center
Volunteer Manager:	Volunteer Manager Contact Info:	Minimum Commitment:
Rob Edwards, Community Services Director	redwards@missoulaagingservices.org (406) 728-7682	1 year 2-8 hours/month

Missoula Aging Services' Mission Statement: Missoula Aging Services (MAS) promotes the independence, dignity and health of older adults and those who care for them.

Program Overview: Dementia Friendly Missoula (DFM) is a Missoula Aging Services Volunteer Initiative whose overarching goal is to raise awareness of Alzheimer's disease and related dementias (ADRD) and provide education and support to adults with cognitive decline and their care partners. Emphasis will be placed on: a) facilitating the provision of needed information at the point of diagnosis and before; b) promoting a perspective change from a *limitations-based* cognitive decline diagnosis, to a *strength-based* perspective; and c) moving toward making Missoula a dementia-friendly community.

Position Overview: The **DFM Memory Loss Brochure Volunteer** ensures that the DFM Memory Loss brochures are 1) updated and reprinted with current resource information at least once or twice a year, 2) that the brochure distribution contact list is current and up to date, 3) that the Memory Loss brochures are resupplied at sites that need them, and 4) orders Alzheimer's' Association inserts and brochure holders, and 5) expands the number of brochure sites.

The **DFM Memory Loss Brochure Volunteer** will complete the MAS volunteer intake process with the agency Volunteer Coordinator is trusted to vet (as described below) any committee or project participants who represent DFM and MAS in the Missoula community.

Key Responsibilities:

- Oversees Memory Loss brochure to ensure that the resource information is update and works with MAS Development/Communications to reprint the brochures with current information once or twice a year each spring and/or fall.
- Supervises **Alzheimer's Task Force** volunteers who distribute updated brochures to doctors' offices and clinics and new sites and ensures the Outreach Spreadsheet is updated
- Managing the Outreach Spreadsheet of doctors' offices and clinics and other locations for Memory Loss Brochure distribution.
- Vets DFM volunteers and project participants who represent DFM and MAS in the community. Vetting includes ensuring that DFM volunteers and participants who represent DFM and MAS in the community as part of the brochure distribution project have a basic understanding of the DFM Volunteer Initiative, the MAS Mission, that participants will be professional, and that a high level of integrity is maintained.
- Collaborates with DFM Community Coordinator and Steering Committee on project.

- Collaborates with MAS Development/Communications to ensure that brochures meet branding requirements.
- Works with MAS Customer Service staff at Reception to print brochures as needed.
- Orders inserts for the brochures from the Alzheimer’s Association and brochure holders.
- Works with MAS Accountant for credit card payment and communicates to ensure that expenses are correctly noted as DFM expense.
- Sends hours worked to Volunteer Manager monthly.
- May work some weekends.

Qualifications:

- Completion of the volunteer application process at MAS.
- Must sign and honor confidentiality agreement on the Volunteer Application.
- Community outreach and engagement experience.
- Average skill in the operation of a personal computer and common computer applications including Microsoft Office and Excel.
- Must be 18 years of age or older.

Benefits: Join Dementia Friendly Missoula and MAS staff and volunteers to be a part of helping people with Alzheimer’s and dementia and their care partners connect with resources they need.

Support: The **DFM Memory Loss Brochure** will receive regular communication and support from the Resource Specialist Volunteer Manager and from the Resource Center Director.

Commitment: 1 year

Amount of Time: 2-8 hours/month

Time of Day: Varies & flexible

Location: DFM meetings are held at Missoula Aging Services Conference Room. Volunteer workspace can be provided.

Sustained Outcome: Dementia Friendly Missoula’s affiliation with Missoula Aging Services provides the best means for sustaining the DFM initiative. MAS’s mission, programs, and services closely align with DFM’s work, and MAS is well situated to support and maintain of the DFM initiative for the future.

*For more information, please contact Missoula Aging Services’ Volunteer Coordinator at #406.728.7682 / volunteer@missoulaagingservices.org.
07/2018*

Signature of Volunteer

Date

Signature of Volunteer Manager

Date