

<b>Title:</b> Dementia Friendly Missoula Speakers Bureau Co- Coordinator	<b>Program:</b> Dementia Friendly Missoula	<b>Department:</b> Resource Center
<b>Volunteer Manager:</b> Rob Edwards, Community Services Director	<b>Volunteer Manager Contact Info:</b> <a href="mailto:redwards@missoulaagingservices.org">redwards@missoulaagingservices.org</a> (406) 728-7682	<b>Minimum Commitment:</b> 1 year 5 - 10 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 Speakers Bureau Co-Coordinator** is responsible for coordination and facilitation of the DFM Speakers Bureau.

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

### Key Responsibilities:

- Both Co-Coordinators will maintain close communication with each other, determining the sharing process for their role-related tasks.
- Conducts phone calls and other outreach to specific potential audience representatives.
- Coordinates assignment of presenters and assurance of available appropriate AV equipment at engagement sites.
- Maintains the bag with handouts that speakers will take with them to presentations. The bag will be located at MAS.
- Assures recording of contacts in Excel or Google Docs spreadsheet.
- Provides timely professional response by phone and/or email to new contacts generated in a number of ways including referral names and feedback follow-up questionnaires, etc.
- Assists with additional marketing of presentations as needed.
- Monitors quality assurance of presentations and provide corrective responses.
- Ensures that DFM media communications are coordinated with the MAS Development/Communications director.

- Vets Speakers Bureau committee members who represent DFM and MAS in the community. Vetting includes ensuring that DFM members who represent DFM and MAS in the community 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.
- Any requests for media interviews or communications to committee members or project participants are referred to the DFM Community Coordinator and coordinated with the MAS Development/Communications director.
- 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.
- Must be 18 years of age or older.

**Benefits:** Opportunity to work with community leaders and professionals and be a part of fostering Dementia Friendly Missoula.

**Support:** The **DFM Speakers Bureau Co-Coordinator** will receive support from the Community Services Director and Volunteer Coordinator.

**Commitment:** 1 year

**Amount of Time:** 5 - 10 hours/month

**Time of Day:** Varies & flexible

**Location:** Flexible, in the community, at MAS, and off site. Work may include meetings at various locations throughout Missoula.

**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](mailto:volunteer@missoulaagingservices.org).  
07/2018*

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**Signature of Volunteer**

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**Date**

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**Signature of Volunteer Manager**

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**Date**