

Title:	Program:	Department:
Resource Database Generalist (Year Long)	Resource Center	Resource Center
Volunteer Manager:	Volunteer Manager Contact Info:	Minimum Commitment:
Theresa Ragsdale	tragsdale@missoulaaging.org 728-7682	3 hours monthly for 1 year

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: The Resource Center is the gateway for community members to receive needed information and referrals. The Resource Center at Missoula Aging Services is an information and assistance program for people 60 years of age and over, adults with disabilities, their families and friends. Using an electronic database, we provide information on over 400 services and programs designed to meet the needs of the community in Missoula County.

Position Overview: The Resource Database Generalist will provide resource database support to the Resource Center. Under the supervision of the Resource Specialist, this position is responsible for carrying out the goals of entering in new resources and updating resources as they change outside the formal updating process.

Key Responsibilities:

- Report to the supervising Resource Specialist at the beginning of each shift for weekly assignments
- Learn and implement the State of Montana's resource database style guide
- Enter new resources into the database
- Update resources as new information becomes available
- Other duties as assigned

Qualifications:

- Basic knowledge of databases
- Interest in providing support to maintain quality referral resources
- Ability and willingness to learn the State's database style guideline
- Positive attitude and dependability
- Interpersonal, organizational and communication skills
- Maintain a level of professionalism
- Ability and willingness to take direction from supervisor
- Ability to follow written and oral instructions
- Ability to work cooperatively and independently with staff and volunteers
- Ability to complete assigned tasks with minimal supervision

- Willingness to give 24 hours' notice when possible if unable to serve a scheduled shift
- Must sign and honor confidentiality agreement
- Must be 18 years of age or older
- Criminal and sex offender background check required

Benefits:

- Be a part of making a difference in your community by assisting in maintaining accurate resources. These resources assist older adults and people with disabilities to connect with appropriate resources so they may be able to make informed choices.
- Gain knowledge of the IRis database
- Opportunity to provide a direct service to staff of Missoula Aging Services
- Develop lasting relationships with other volunteers and staff
- Work within a flexible time frame that best suits your needs

Support: Database Generalist Volunteer will report directly to the Resource Specialist volunteer manager, who oversees the IRis database. The Resource Specialist volunteer manager will work to create an accommodating schedule, provide orientation to the program and training opportunities. This position will also be supported by MAS Resource Manager and MAS Volunteer Coordinator.

Commitment:

Amount of Time – 3 hours a month for 1 year

Time of Day – Mornings or afternoons, Monday through Friday

Location: MAS, 337 Stephens Avenue, Missoula, MT 59801

Sustained Outcome: The Resource Database Generalist Volunteer is a vital part of the Resource Center team. The quality of resource database and systems will be maintained with the assistance of the Resource Database Generalist Volunteer. MAS Resource Center's ability to maintain up to date, accurate information impacts the quality of life for older adults and those who take care of them. This position will provided valued support to staff and will allow the agency to achieve established goals and outcomes.

For more information, please contact Missoula Aging Services' Volunteer Coordinator at #406.728.7682 / volunteer@missoulaagingservices.org. 01/2017

Signature of Volunteer

Date

Signature of Volunteer Manager

Date