

<b>Title:</b>	<b>Program:</b>	<b>Department:</b>
Resource Assistant (Brochures/Material)	Resource Center	Resource Center
<b>Volunteer Manager:</b>	<b>Volunteer Manager Contact Info:</b>	<b>Minimum Commitment:</b>
Sue Pileggi, Resource Center Director	<a href="mailto:spileggi@missoulaagingservices.org">spileggi@missoulaagingservices.org</a> (406) 728-7682	2 hours per week, 6 months

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

**Program Overview:** Missoula Aging Services Resource Center provides information and assistance to older adults, people with disabilities, and their care partners. The MAS Resource waiting area displays over three hundred free brochures and materials on a variety of topics of interest to our clients. Books and CDs are available for loan from the MAS Resource Library.

**Position Overview:** The Resource Assistant maintains the material in the MAS Resource waiting area and material provided by Resource staff to clients. The brochures and other material include information on various topics of interest to older adults, people with disabilities, and their care partners. This material is available at no cost to the community. The inventory includes applications and material about Medicare, Medicaid, Social Security, legal forms, caregiving, Alzheimer's disease, housing, health, and safety, among many others. The Resource Assistant volunteer will ensure that frequently used resources are in supply and available as needed.

### Key Responsibilities:

- Maintains an inventory list of material in the MAS Resource waiting area and the material used by Resource staff stored on bookshelves, and ensures that this material is in stock for clients and staff.
- Orders or prints material from state, federal, and non-profit agencies.
- Ensures that the material in the MAS Resource waiting area is current, relevant, up-to-date, and meets MAS criteria for inclusion using the Resource Department's inclusion standards as a guide.
- Ensures that the material and forms that are available and are the most current version.
- Identifies out-of-date material and removes it.
- Researches and identifies new material on relevant topics to older adults and people with disabilities for inclusion in the inventory.
- Work with Resource Specialists and other MAS staff who identify new resource material and review to see if it meets inclusion requirements.
- Coordinates activities with other Resource Assistant(s) to maintain Resource material and brochures.

### Qualifications:

- Excellent oral and written communication ability including strong phone communication skills.
- Excellent attention to detail and organizational ability.
- Ability to follow written and oral instruction.
- Ability to use Word and Excel.

- Ability to work and problem solve independently to maintain brochures and forms.
- Ability to shelve brochures that involves reaching lower and upper shelves.
- Ability to stand for up a half hour at a time.
- Ability to bend and lift up to 15 lbs.
- Ability to work as part of a team.
- Criminal and Sex Offender background check required.
- Must be 18 or older.

**Benefits:**

- Opportunity to make valuable information and resources available to older adults and people with disabilities.
- Build personal awareness about resources that are available in our community and to increase knowledge on specific topics of interest that relate to aging and disabilities.
- Work as part of a dynamic team making a difference in our community.

**Support:** The volunteer is supported by Resource Center Director and Resource Center staff.

**Commitment:** There is a minimum 6 month commitment for this position.

**Volunteers Needed:** 2

**Amount of Time:** 2 hours per week

**Time of Day:** Monday – Friday, 8:00 a.m. – 5:00 p.m., during regular business hours.

**Location:** Missoula Aging Services, 337 Stephens Ave. Missoula, MT

**Sustained Outcome:** Collaborate with Resources team to sustain and up-to-date inventory of materials that are available to the public at no charge to provide information on various topics relating to aging and disabilities.

*For more information, please contact Missoula Aging Services' Volunteer Coordinator at #406.728.7682 / [volunteer@missoulaagingservices.org](mailto:volunteer@missoulaagingservices.org).*

1/2018

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**Signature of Volunteer**

\_\_\_\_\_  
**Date**

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**Signature of Volunteer Manager**

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**Date**