



MEMORY MATTERS VOLUNTEER POSITIONS GUIDE

POSITION	SCHEDULE COMMITMENT	VOLUNTEER ROLE	TRAINING	LOCATION/ STAFF SUPERVISOR
Program Assistant- Day Program	Tuesday mornings 9:30-12:30	To greet program participants, support and encourage their participation in a variety of activities; gentle stretching, music, art, and provide social interaction during snack and meal-time.	Training required and Provided by Memory Matters staff.	HHI PROGRAM LOCATION. Caroline Larimore
Program Assistant- Virtual Program	Mon, Wed, Friday mornings 9:45-12:15 and afternoons 12:45-3:15; two or three sessions/ week	Assist first time virtual clients with accessing Memory Matters virtual Compass and Connections classes and engage clients actively participating in the program	Training required, provided by Memory Matters Staff.	HHI PROGRAM LOCATION or REMOTE Maureen Gleason
Front Desk Assistant	Weekday shift from 9:00-12:30, afternoon shift from 12:30 -3:00; one or two times a week.	Answering calls from clients interested in services at memory Matters. Recording contact Information on new clients and scheduling appointments as needed.	Training required and Provided by Memory Matters staff	HHI PROGRAM LOCATION. Pat Cleary
Data Management Volunteer	Anytime; two to three hours a week.	Enter new, and update existing, client data in our client and donor databases. Help define and create reporting capabilities within each system.	Training required about Memory Matters but looking for skilled volunteer with data base management experience.	HHI PROGRAM LOCATION OR REMOTE. Mary Doyle
Kitchen Assistant	TBD	Assist in keeping kitchen clean and DHEC compliant. Ensure meals are	Training required, Provided by	HHI PROGRAM LOCATION.

		accurately served to our participants	Memory Matters staff	Program Staff.
Community Outreach Assistant	Complete at least one health fair or event per quarter, as opportunities are available.	Represent Memory Matters at health fairs, wellness events and other community outreach events. Assist with set-up and data collection.	Training required and Provided by Memory Matters staff	VARIOUS LOCATIONS Debbie Anderson
Tech Assistant	Monday, Wednesday, Friday mornings 9:45-12:15 and afternoons 12:45-3:15; two or three sessions a week	Assist in providing technical assistance and expertise with live streaming our virtual programs.	Training required about Memory Matters but looking for skilled volunteer with technical experience	HHI PROGRAM LOCATION. Program Staff
Volunteer Coordinator	As needed.	Act as a liaison between staff and volunteers to ensure we have proper volunteer coverage for all needs.	Training required about Memory Matters.	HHI LOCATION OR VIRTUAL. Pat Cleary
Support Group Facilitator	TBD	Must be a professionally licensed counselor or social worker.	Training required about Memory Matters.	HHI or BLUFFTON PROGRAM LOCATION.
Special Project Volunteer	As needed.	Assist with special events, to prepare materials or help on day of event.	Limited training required.	HHI or Bluffton