



## Lead Volunteer Job Description

### Overall Description

Provide the leadership and supervision during the day of The Gathering and contribute to the friendly, warm and safe environment of this group respite program.

### Responsibilities include:

- Attend volunteer orientation, leadership training and quarterly planning meetings.
- Be open to learn about memory loss and caregiver support.
- Plan and implement activities for The Gathering. Share ideas on activities to do at The Gathering.
- Volunteer at least one time a month at The Gathering and be able to make a year commitment.
- Observe confidentiality at all times.
- Set up the room before each session of The Gathering.
- Order or arrange lunches as planned.
- Contact and remind volunteers of assignment.
- Complete daily information sheet after each Gathering. Send copy to Carolyn Klaver, Gathering Coordinator @ [cklaver@lyngblomsten.org](mailto:cklaver@lyngblomsten.org)
- Collect envelopes from each Caregiver, mailing with daily information sheet to the Gathering Coordinator
- Assist with ordering supplies for activities within the budget of the program
- Keep regular contact with The Gathering Coordinator and maintain communication related to joys and concerns of program.
- Informs The Gathering Coordinator of changes of health or behavior of participants.
- Follow policies and procedures.
- Assist with recruiting efforts.
- Assist with screening new volunteers.

2-11-07

