



Volunteer Position Description

Educational Training Support Assistant

Overview:

Assist in set up of office for Educational Training as well communications with attendees.

Key Responsibilities:

- Shop for snacks and drinks
- Set up board room for Educational Training (projector, laptop, snacks, make coffee, etc.)
- Return board room to usual (put away projector, laptop, snacks, etc., wipe down table)
- Confirm day before with registrants who have RSVPd if he/she is attending
- Prepare Educational Training materials and handouts (IEP booklets, Alternatives to Guardianship folders, etc.)
- Calling persons who were no-show, but had RSVPd for training and offer opportunity to attend another training date

Education and Support

- Each Volunteer will be able to shadow the Educational Trainer for first meeting and the Trainer will always be available for any questions or technical support

Qualifications and Time Commitment

- Volunteer must be committed to the Mission of Community Advocates
- Reliable transportation
- Attention to detail
- Comfortable making phone calls and meeting new people
- Two (2) to four (4) hours per Educational Training two (2) to three (3) times a month
- Minimum time commitment of three (3) months

Impact

- This position will help ensure that our Educational Trainings will be presented in a professional and timely manner
- Will help to facilitate the learning process and self advocacy skills of parents who have a family member with a developmental disability
- Volunteer will receive acknowledgement and validation from Community Advocates of the contribution he/she is making to the success of the Educational Training programs offered by the organization