

Volunteer Position Description

Position Title: Aging Mastery Program Assistant

Purpose: To help empower older adults to take steps to improve their overall well-being, add stability to their lives and strengthen ties to their community. Provide encouragement as they take the Aging Mastery journey together.

Location: 15 senior centers located in the Salt Lake County area, and virtually

Key Responsibilities:

- Conduct all 10 class sessions in accordance with the Facilitator's guide provided after training is completed
- Work with Health Educator to help contact and schedule guest speakers for each topic
- Have each presenter complete the Salt Lake County presenter's guideline form before the date of the class they are scheduled to present
- Contact registered participants by email or telephone call before the first session to remind them of the upcoming program
- Take attendance during each session and report attendance to the CPC at the senior center each week
- Prepare and distribute Aging Mastery books and other supplies to each participant that is registered
- Have each participant complete a Program Survey at the first class
- Ensure participants understand the importance of the Action Steps that is done at each session, action is where behavior change happens.
- Contact participants that miss a session by email or telephone call
- Send weekly reminder emails or phone calls to each participant to help remind them of Action steps discussed for each topic
- Have each participant complete a Satisfaction Survey at the last class
- Communicate problems, concerns, questions or suggestions promptly to the Health Educator in the Health Promotion Department assigned

Reports to: Melanie Brandt, Health Educator in Health Promotion Program

Length of Appointment: Each Aging Mastery Program runs for 10 weeks, 1 day a week. Need to complete at least 2 programs each year. Encourage 1 year commitment.

Time Commitment:

- Online leader training (approximately 3-4 hours)
- Preparation time (approximately 1-2 hours)
- Class time (10 1 ½ -hour sessions per week for 10 weeks, approximately 20 hours)
- Logistics time (approximately 2-4 hours per class series)

Qualifications:

- Interest in working with groups of older adults
- Desire, ability, and experience presenting information and speaking in front of others

- Pleasant manner, patience, and dependability/reliability a must
- Class management and problem-solving experience and/or ability

Support: Training for this position will be provided. Job shadowing available. The Health Educator will be available for questions and assistance

Benefits: Able to make a difference in older adults in the community, ongoing volunteer training, participate in volunteer recognition event, and gain experience for future opportunities.