

## Frederick County Department of Aging Volunteer Position Description

<b>Position Title</b>	Instructor: Senior Centers
<b>Purpose</b>	To provide opportunities for seniors to develop new or improved knowledge and skills
<b>Position Description of Duties</b>	<ul style="list-style-type: none"> <li>• Conduct class(es), workshop(s), and/or seminars at one or more senior centers</li> <li>• Utilize skills and knowledge to satisfactorily convey class content to participants</li> <li>• Maintain class records (attendance, etc) as needed</li> <li>• Maintain assigned classroom space as needed (returning supplies, set up /break down, etc)</li> <li>• Provide participants with new skills and knowledge in a relaxed, Comfortable setting</li> </ul>
<b>Qualifications for position</b>	<ul style="list-style-type: none"> <li>• Have a strong knowledge and skill base for a specific topic</li> <li>• Willing to conduct a class or small group session(s) on a regular basis or as a single seminar</li> <li>• Have ability to communicate information in a pleasant and easy to understand format to older adults</li> <li>• Have ability to demonstrate/provide hands on assistance as needed</li> <li>• Have knowledge of older adult needs/limitations and be able to adapt lesson plans to accommodate</li> </ul>
<b>Time Requirement</b>	<ul style="list-style-type: none"> <li>• Varies. (Weekly, occasional, one time session)</li> </ul>
<b>Location of Assignment</b>	<ul style="list-style-type: none"> <li>• Senior Center</li> </ul>
<b>Orientation and Training</b>	<ul style="list-style-type: none"> <li>• General orientation provided by senior center coordinator</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Personal satisfaction of sharing knowledge and skills</li> <li>• Interaction with participants interested in topic</li> <li>• Develop communication skills</li> <li>• Develop other job skills</li> </ul>
<b>Evaluation &amp; Reporting Procedures</b>	<ul style="list-style-type: none"> <li>• Participant evaluation form</li> <li>• Coordinator observation, supervision and feedback</li> </ul>
<b>Supervisor:</b>	<ul style="list-style-type: none"> <li>• Senior Center Coordinator</li> </ul>
<b>Contact Person:</b>	<ul style="list-style-type: none"> <li>• Senior Center Coordinator</li> <li>• Community Services Manager</li> </ul>
<b>Contact Info:</b>	<ul style="list-style-type: none"> <li>• Senior Center</li> </ul>

