Société Alzheimer Society

New Brunswick/Nouveau-Brunswick
320 Maple Street
Fredericton, NB E3A 3R4

Volunteer Opportunity Description

Title: **Memory Café Volunteer Committee Member**

Summary: The Alzheimer Society is seeking a group of people interested in being on a planning and implementation committee for the Memory Café. The objective of the Memory Café is to create a comfortable, inclusive atmosphere for people who suffer from Alzheimer's disease or a related dementia and their loved ones. The Café supports the educational, emotional and socialization needs of those who attend, as well as encouraging a natural support network among family and friends. Furthermore, it gives all attendees an opportunity to interact freely without fear of stigma.

Position Benefits: Being a member of the Memory Café Committee will provide you with an opportunity to collaborate with the Alzheimer Society in the planning and execution of this event. You will be expected to work in a team dynamic to plan, promote and prepare for the event.

Responsibilities: **Be an active member of the Memory Café Volunteer Committee**

Responsibilities may include but are not limited to:

- Prepare and set up the venue.
- Helping prepare and serve refreshments and taking photos of the event.
- Creating a friendly environment for all attendees.
- Maintaining an attendance register.
- Talking and listening to people with dementia and their caregivers in a sensitive and supportive way.
- Joining in with social activities that benefit the individual.
- Passing out and collecting Memory Café feedback forms.
- Help to promote the Café through community boards, posters, word-of-mouth, etc.
- Attend regular planning committee meetings
- Help find appropriate guest speakers and entertainment as needed.

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Qualifications and Experience:

- Friendly, outgoing attitude
- Experience or interest in event planning
- Experience working with the elderly considered an asset
- Familiarity with the community
- Bilingual where applicable (may depend on the community where event is taking place)
- Organization and communication skills

Term: Flexible

Time Required: Casual, flexible. Commitment to approximately 4-5 hours per month is required (on the day of the Memory Café)

Accountable to: General Community, Volunteers, ASNB Staff

Staff Counterpart: Angela Hill – Coordinator of Client Programs
Alzheimer Society of New Brunswick
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