

Volunteer Position Description

Arthritis Foundation Exercise Program (AFEP)

Position Title: Arthritis Foundation Exercise Program (AFEP) Leader

Purpose: Giving older adults the opportunity to find a healthy and productive social interaction is of the utmost importance. This is exactly what an AFEP leader does. The AFEP class leader creates a fun, effective, and easy to follow exercise class with cardio, strength, balance, and flexibility. Go above and beyond to help unite the older adult in Salt Lake County with fun and exercise.

Location: In-person at any one of the 15 senior centers located throughout Salt Lake County. Webex/Online presentation

Key Responsibilities: Organize a friendly and effective atmosphere in which to facilitate information to participants in a way that adheres to the fidelity of the program. This includes but is not limited to:

- Facilitate the class according to the curriculum
- Arrive 10 minutes early to set up workout space and greet participants
- Take attendance every class
- Obtain all registration forms return them to AFEP coordinator
- Develop relationship with clientele by greeting them and asking questions about their abilities to create a class suitable for them
- Contact participants when they are not in class

Length of Appointment: Teach one session (16 classes) within 3 months after training and an additional session within a year for a total of 2 sessions in a 1-year period.

Time Commitment: Two classes weekly for at least 16 sessions. CPR certification

Qualifications: Anyone who is comfortable being up in front of a group leading them through a workout. An AFEP leader needs to be friendly, fun, and dependable. It is helpful to have an interest in exercise and staying fit. Leaders must have a current CPR certification

Support: AFEP Coordinator. Online training: 10 hours self-paced. Aquatics Exercise Association (aeawave.org). Quarterly trainings with Salt Lake County Health Educators

Benefits: An AFEP volunteer leader leaves class knowing that they were a part of an experience that made a positive difference to those involved. By being a part of an older adult's opportunity to move their body in a friendly and safe social setting, you can change someone's life for the better.

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: Annie Cox, 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.

Volunteer Position Description

Living Well with Chronic Conditions

Position Title: Peer-leader

Purpose: The peer-leader helps older adults manage chronic health conditions to stay healthy and remain active; enjoying social activities. As the leader of the program, you will encourage older adults start taking small steps towards improving their health.

Location: 15 Salt Lake County Senior Centers and virtual

Key Responsibilities:

- Deliver the program as set in the leader manual
- Keep all participants identity and contact information confidential
- Prepare all materials at least two days before teaching a workshop series
- Basic use of computer
- Discuss any problems with the program coordinator
- Keep track of the require paperwork for the class
- Have reliable transportation
- Arrive 15-30 minutes before each workshop
- Be a positive role model
- Respect each other and the diversity of the participants

Reports to: Program coordinator Erika Thompson

Length of Appointment: The peer leader is assigned to teach one day per week for 2 1/2 hours for a period of six weeks.

Time commitment: Peer leader will be required to teach 2 (6 weeks) sessions per year.

Qualifications: Possess life experience, shows empathy for others, lives with a chronic condition, posses good listening skills and be non-judgmental, be dependable and consistent, must be literate, ability to lead entire workshop (6 sessions, each 2.5 hours in length), time commitment.

Support: A four-day training for this position will be provided. In addition, Salt Lake County training for all new volunteers, and quarterly training. Leader manual and other materials will be provided. The program coordinator is also available for questions and assistance.

Benefits: Your life will be enriched by knowing that you use your knowledge and skills needed to help older adults to manage their chronic conditions to remain independent and living at home. This position will also help you in your own personal goals and stay motivated to improve your health. It will also give you experience that will be useful when looking for employment or to start a new career as you will be a volunteer with the Salt Lake County.

Volunteer Position Description

Mind Over Matter: Health Bowels, Healthy Bladder (MOM)

Position: Mind Over Matter Leader

Purpose: Did you know that over half of all women aged 50 or older will experience incontinence at some point in their lives? There are solutions to this problem, and you can be a part of them. Mind Over Matter: Healthy Bowels, Healthy Bladder (MOM) is a researched and proven program designed to give women the tools they need to take control of bladder and bowel leakage. Your involvement could make a huge impact on the quality of life of many women in Salt Lake County.

Location: In-person at any one of the 15 senior centers located throughout Salt Lake County. Webex/Online presentation.

Key Responsibilities: Organize a friendly and effective atmosphere in which to facilitate information to participants in a way that adheres to the fidelity of the program. This includes but is not limited to:

- Facilitate the class according to the curriculum
- Arrive 10 minutes early to set up meeting room appropriately.
- Greet participants as they arrive to create a safe environment.
- Take attendance every class
- Contact participants when they are not in class.

Reports: Health Educator, Paige Corley in the Health Promotion Program

Length of Appointment: Teach at least 2-session within the 12 months following your certification.

Time Commitment: 8-hour online training. Three 2-hour sessions every other week. Encourage 1 year commitment.

Qualifications: Any woman who can relate to incontinence in order to be empathetic. A MOM leader needs to be friendly, easy to talk with, has good listening skills, and is dependable. She also needs to enjoy working with the older adult. Successfully pass Mind Over Matter certification and CPR certification

Support: Program Coordinator available for additional support, answer questions. Salt Lake County training for all new volunteers, quarterly trainings with Health Promotion Programs.

Benefits: A MOM leader knows that she has made a difference in a woman's life after completion of this program. Simply letting women know that they are not alone in their suffering helps to ease the burden of incontinence. Being a leader of MOM means being a part of giving back someone's independence.

Volunteer Description

Stepping On Fall Prevention Program

Position: Peer-leader facilitator

Purpose: The peer-leader helps older adults prevent falls by facilitating the Stepping On program to stay independent and reduce the risk of falling. During these workshops the leader will share information related to fall prevention and you will see how older adults take steps to prevent falls.

Location: 15 Salt Lake County senior centers and virtual senior center.

Key Responsibilities:

- Deliver the program as set in the leader manual
- Keep all participants identity and contact information confidential
- Prepare all materials at least two days before teaching a workshop series
- Discuss any problems with the program coordinator
- Keep track of the require paperwork for the class
- Have reliable transportation
- Arrive 15-30 minutes before each workshop
- Be a positive role model
- Respect each other and the diversity of the participants

Reports to: Program coordinator, Suzanne Lewis in the Health Promotion Program

Length of Appointment: The peer leader is assigned to one day per week, for a period of seven weeks throughout the year.

Time commitment: One day per week (M, Tue, Wed, Thu or F) for 2 hrs. Must teach two workshops (7 sessions, each) in one year.

Qualifications: Possess life experience, shows empathy for others, possess good listening skills and be non-judgmental, be dependable and consistent, must be literate, ability to lead entire workshop (6 sessions, each 2 hours in length), time commitment.

Support: A three-day training for this position will be provided. In addition, Salt Lake County training for all new volunteers, and quarterly training. Leader manual and other materials will be provided. The program coordinator is also available for questions and assistance.

Benefits: Your life will be enriched by knowing that you use knowledge, and skills needed to help older adults prevent falls, improve balance, and earn skills that will help them stay independent and living at home. This position will also help you in your own personal goals and stay motivated to improve your health. It will also give you experience that will be useful when looking for employment or to start a new career as you will be a volunteer with the Salt Lake County.

Volunteer Position Description

Stepping Up Your Nutrition Position (SUYN)

Position Title: Program facilitator

Purpose: The program facilitator helps older adults manage older adults understand the importance of balanced nutrition for fall prevention and identify key factors that contribute to malnutrition. Topics discussed during the program importance of muscles for strength, key nutrients for older adults.

Location: 15 Salt Lake County Senior Centers and virtual

Key Responsibilities:

- Deliver the program as set in the leader manual
- Keep all participants identity and contact information confidential
- Prepare all materials at least two days before teaching a workshop series
- Basic use of computer
- Discuss any problems with the program coordinator
- Keep track of the require paperwork for the class
- Have reliable transportation
- Arrive 15-30 minutes before each workshop
- Be a positive role model
- Respect each other and the diversity of the participants

Reports to: Program coordinator, Erika Thompson in Health Promotion Program

Length of Appointment: The program is offered one session with multiple sessions throughout the year.

Time commitment: One day per week (M, Tue, Wed, Thu or F) for 2 ½ hrs. for a minimum of one year.

Qualifications: Possess life experience, enjoys working with older adults, has basic knowledge of nutrition and, hydration to encourage older adults to engage in a well balance diet. The facilitator should also have good listening skills and be non-judgmental, be dependable and consistent, must be literate, ability to lead entire workshop.

Support: A three-hour online training for this position will be provided. In addition, Salt Lake County training for all new volunteers, and quarterly training. Leader manual and other materials will be provided. The program coordinator is also available for questions and assistance.

Benefits: Your life will be enriched by knowing that you use your knowledge and skills needed to help older adults to understand the importance of balanced nutrition for fall prevention. This position will also help you in your own personal goals and stay motivated to improve your health.

Volunteer Position Description

Position Title: Walk with Ease Leader

Purpose: Without a volunteer to facilitate our Arthritis Foundation Walk with Ease Program leader, older adults in the community miss out on participating in a walking program that is designed to help keep them active which helps with maintaining a healthy lifestyle.

Location: The Walk with Ease Leader will facilitate at senior centers located in the Salt Lake County area

Key Responsibilities:

- Conduct all 18 class sessions in accordance with the Leader's Guide without making changes, additions, or deletions
- Sign a statement of Understanding to document this commitment
- Commit to following all Arthritis Foundation program policies regarding the Walk with Ease program
- Establish and enforce participant guidelines and monitor safety
- Engage older adults during each session to ensure empathy toward people with arthritis and related diseases
- Contact registered participants by email or telephone call before the first session to remind them of the upcoming program
- Take attendance during each session
- Have all participants complete a release form on the first day they participate in the program
- Distribute Walk with Ease books to each participant that is registered
- Contact participants that miss a session by email or telephone call
- Communicate problems, concerns, questions or suggestions promptly to the Health Educator in the Health Promotion Department assigned

Reports to: Annie Cox, Health Educator in Health Promotion Department

Length of Appointment: Each Walk with Ease program runs for 6 weeks, 3 days 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 (3 1-hour sessions per week for 6 weeks, approximately 18-20 hours)
- Logistics time (approximately 2-4 hours per class series)

Qualifications:

- Certification as an Arthritis Foundation Walk with Ease Program leader requires:
 - Successful completion of an Arthritis Foundation Walk with Ease Program Leader online training
 - Teaching one six-week Walk with Ease program class series within 6 months of completing Leader training
- Cardiopulmonary resuscitation (CPR) certification is required, first aid certification is strongly recommended

- Empathy toward people with arthritis and related diseases, gained through personal or professional experience
- Interest in working with groups of older adults with arthritis and related diseases
- Experience in teaching physical activity classes and skill in group process and instructional techniques
- Desire and ability to help others

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, gain experience for future opportunities.