



Georgia Cares, Atlanta Volunteer Position Description

Title: Community Education Volunteer

Description

Assist *GeorgiaCares* at the Atlanta Regional Commission, Area Agency on Aging by making public presentations and answering specific questions for *GeorgiaCares* to Medicare beneficiaries, their representatives and concerned groups regarding Medicare, prescription assistance, and public/private health insurance issues including supplemental and long-term care insurance.

Responsibilities

- Make presentations to Medicare beneficiaries and other interested parties regarding *GeorgiaCares* topics
- Travel to specified senior centers, congregate residences or organization locations to make presentations
- Handle general administrative tasks connected to presentations and reporting volunteer hours
- Distribute appropriate information and brochures at presentations
- Maintain strict confidentiality standards

Qualifications

- Good public speaking and communication skills required
- Comfort level and proficiency in communicating with senior adults
- Ability to relate well to diverse populations
- Ability to work with limited supervision
- Must sign confidentiality agreement

Training

Attendance at one 2-day New Volunteer training is required. These workshops are scheduled several times a year. Quarterly training sessions will also be held to update volunteers on new information and provide networking opportunities.

Time Commitment

A minimum of one to two presentations (4 hours) a month is preferred. Days and hours are flexible during regular business hours to fit the schedule of the volunteer. Occasional weekend opportunities.

Location

Sites (senior centers, retirement homes and communities, organizations, etc.) throughout the 10 county Atlanta Region.

Reports To

Volunteer Coordinator. Also works with *GeorgiaCares* Program Specialists.