



**Volunteer Position:** Evidence Based Programs Workshop Facilitator

**Revised:** September 2023

**General Responsibilities:**

Facilitates Evidence Based Programs in the community for Tri-County Office on Aging.

**Essential Volunteer Functions:**

(Reasonable accommodation will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

- Provides workshop facilitation for Tri-County Office on Aging’s Evidence Based Programs. Duties include, but are not limited to, attending training, understanding and being comfortable with the workshop material/subject matter, facilitating group discussions, and encouraging interactive discussion about the concepts and skills presented.
- Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted, or modified at any time.

**Knowledge, Skills, and Abilities:**

- Commitment to the organization’s mission and goals.
- Ability to maintain confidential information regarding all aspects of participant, volunteer, and agency information.
- Ability to work independently and as part of a team.
- Ability to maintain program fidelity by following the materials as written.
- Ability to prepare for each workshop session by reviewing the materials in advance.
- Ability to facilitate group discussion and use good judgement.
- Ability to follow instructions regarding workshop participant data collection.
- Ability to communicate effectively and establish good relationships with other volunteers, workshop participants, and vendors.
- Ability to represent the Agency in a professional manner.
- Must be able to adjust priorities to meet deadlines in a timely manner.
- Ability to meet department standards regarding job knowledge, participant focus, initiative, productivity, communication, teamwork, and attendance.

**Working Conditions:**

- The work environment is in the community (i.e., senior centers, places of worship, libraries, etc.). Safe work practices regarding office equipment, avoiding trips/falls, and fire regulations are required.

5303 S. Cedar Street, Suite 1, Lansing, MI 48911-3800  
Telephone 517.887.1440 • Toll Free 1.800.405.9141  
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- Physical mobility is required for sitting, walking, standing, bending, and lifting/holding/carrying objects of up to 40 pounds.
- Must be able to communicate effectively with participants, other volunteers, and vendors.
- Sensory requirements include exposure to uniform temperatures, conversational noise levels, and everyday office activities.
- Mental requirements include the ability to handle varying levels of stress.

**Health Insurance Portability and Accountability Act (HIPAA):**

All volunteers who have access to protected health information or personally identifiable information, are required by the HIPAA Privacy and Security Rule to receive training so that they have an understanding and knowledge of the Privacy and Security Rule that corresponds to their duties. Training on the requirements of the HIPAA Privacy and Security Rule and the policies and procedures is a prerequisite for this position. Employees and volunteers who violate the requirements of the HIPAA Privacy and Security Rule will be subject to discipline up to and including volunteer privileges.

**Reports to:**

Evidence Based Programs Manager

**Volunteer Location:**

Varies

**Base Work Schedule:**

Flexible shifts will be scheduled during open office hours, Monday – Friday, 8:00 am to 5:00 pm EST. Evening hours may be available for some programs.

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Volunteer Signature

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Date

**TCOA is an Equal Opportunity Employer**

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