

Background

The UW Medicine Memory & Brain Wellness Center (MBWC) promotes the well-being of persons living with memory loss and their families by providing exceptional care, advancing scientific understanding and clinical best practices, and building dementia-friendly communities. As part of its mission, the MBWC offers a variety of education, support and social engagement programs for the community – including the Wellness Wednesdays webinar series.

Wellness Wednesdays is a weekly online webinar series for people with memory loss and their families. It takes place from 1 – 1:45 p.m. on Wednesday afternoons via Zoom. Offered in partnership by the MBWC and the Alzheimer’s Association, it provides a variety of dynamic speakers on topics related to living well with memory loss. Each webinar consists of a brief (25-30 min) presentation, followed by Q&A discussion. Presentations are typically recorded and uploaded to an online archive for future viewing. We are currently seeking a volunteer Host/Program Assistant to support the weekly webinar series.

Volunteer Position Title: Host/Program Assistant, Wellness Wednesdays webinar series

Supervisor: Marigrace Becker, MSW, Program Manager for Community Education & Impact. 206-744-2190, mbecker1@uw.edu.

Volunteer Position Description:

The volunteer acts as “Host” or MC on the first two Wednesdays of the month when the MBWC is responsible for coordinating the speaker. The volunteer acts as “Program Assistant” on the 3rd and 4th Wednesday of the month when the Alzheimer’s Association is responsible for coordinating the speaker.

Host responsibilities include:

- Representing the MBWC during the webinar and helping it go smoothly and professionally.
- Joining the Zoom meeting by 12:45 p.m. to connect with Alzheimer’s Association coordinator and orient the speaker.
- Moderating the webinar, including welcoming participants, referencing agenda and Zoom functions, introducing speaker, moderating Q&A, and announcing upcoming schedule.
- Debriefing with Alzheimer’s Association coordinator for a few minutes after the program.
- Recording the presentation (on Zoom), downloading to computer, uploading to MBWC YouTube account and doing slight editing if needed

Program Assistant responsibilities include:

- Providing back-up support to Alzheimer’s Association host, as needed – for example, sharing PowerPoint slides, troubleshooting Zoom issues, or communicating questions to Program Manager
- Recording the presentation (on Zoom), downloading to computer, uploading to MBWC YouTube account and doing slight editing if needed

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Host/Program Assistant, Wellness Wednesdays

Other duties possible depending on interest/experience, such as coordinating speakers.

Volunteer Requirements:

- Age 21+
- Bachelor's degree in social or health sciences, or related field
- Some experience and comfort level with public speaking or leading groups, such as teaching, presenting, facilitating, etc
- Excellent interpersonal and communication skills
- Interest in brain health and wellness; desire to contribute to the memory loss community
- Access to reliable internet, computer/tablet and webcam; ability to use the Zoom platform

Time Commitment and Training:

- Total time commitment is roughly 2 hours/week, to include brief meeting before and after webinar, time spent uploading video recording, and any time spent communicating with Program Manager.
- Volunteer must be able to serve for minimum 6 months.
- For training/onboarding: Volunteer will attend 1.5 hour orientation/training, complete Harborview Medical Center/UW Medicine volunteer paperwork, observe at least 2 Wellness Wednesday webinars, and practice as Host and Program Assistant with the support of the Program Manager at least 2 times or until comfortable.

Volunteer Benefits:

Volunteers can expect the following benefits:

- Contribute to the well-being of people with memory loss and their caregivers throughout the region
- Enhance communication and public speaking skills
- Interact with a variety of brain health experts
- Learn about brain health and factors that contribute to living well with memory loss
- Learn more about community resources available through the MBWC and the Alzheimer's Association
- Letters of reference available upon request

More Information:

For questions, concerns or more information, please contact Marigrace Becker, Program Manager for Community Education and Impact: mbecker1@uw.edu, 206-744-2190.

Thank you for your interest in serving at the UW Memory & Brain Wellness Center!
www.depts.washington.edu/mbwc