



Support Group Facilitator Volunteer Position Description

Summary:

Reporting to the Patient Services Coordinator, the Support Group Facilitator is responsible for the key leadership to a local ALS support group. Groups provide an open, friendly and safe environment for ALS patients, family members and/or caregivers to discuss issues related to living with ALS.

Duties and Responsibilities:

- ▶ Locate meeting space on a monthly basis, and promote meeting date & time.
- ▶ Coordinate monthly topics for discussion with Patient Services Coordinator
- ▶ Arrange for any refreshments, or special requirements as needed by participants or guests.
- ▶ Arrange for guest speakers in conjunction with the ALS office.
- ▶ Greet visitors to the support group and help them connect with the ALS Society and/or other participants and resources.
- ▶ Maintain contact with the Patient Services Coordinator or Volunteers regarding status of group, including changes in meeting dates/times, cancelled meetings, group size, changes in participant contact info, and any other issues or questions regarding the group.
- ▶ Limit self-disclosure to information that is of clear benefit to group members.
- ▶ Ensure the security of the meeting location.
- ▶ Participate in all training and conference call meetings as mutually scheduled.

Qualifications:

- Good communication skills both written and verbal (English)
- Thorough understanding of group dynamics and process
- Comfortable and open to learning new skills
- Able to work independently, and in small groups
- Organized and able to multi-task

- Excellent personal boundaries and ethics
- Able to maintain confidentiality & respect individual needs of group members
- Comfort & knowledge using a computer and Email

Hours:

One 3-4 hour shift per month to set up, host, and pack up the support group meeting. Plus an additional 4 hours per month of planning, completing required paper work, and promotion of the group.

Benefits to the Volunteer:

Volunteer will have the opportunity to participate in training which will assist them to improve their public speaking and group facilitation skills. Volunteer will be able to create effective presentations, meet new people, and gain valuable leadership experience. Volunteer will receive recognition for their contribution to the ALS Society of BC, and be invited to volunteer recognition events.