

## Giving Voice Office Volunteer

Giving Voice brings together people with Alzheimer's or other forms of dementia and their care partners to sing in choruses that foster joy, well-being, purpose, and community understanding.

### Position Overview:

As an **Office Volunteer**, you'll play a vital role in helping **Giving Voice** run smoothly and ensuring everything is prepared for our singers. Your tasks might include preparing materials for the upcoming semester, sending out mailings, or assisting with light administrative tasks. Occasionally, we may reach out with specific projects where your help would be greatly appreciated. No matter how much time you can give, every bit of support makes a big difference!

### Responsibilities:

- **Help When You Can:** Pitch in as your schedule allows—whether it's for a little while or longer, every moment of your time is valuable.
- **Connect with Fellow Volunteers:** Take the opportunity to chat, share stories, and build friendships with other volunteers, including those from different choruses. It's a wonderful way to expand your Giving Voice family!

### What We Provide:

- **Weekly Newsletter:** Stay informed about upcoming needs and projects, so you know how you can pitch in.
- **All the Supplies You Need:** We'll ensure you have everything required to complete your tasks comfortably and confidently.
- **Advance Notice:** When special projects come up, we'll give you plenty of time to plan and prepare.
- **Treats!** Enjoy a little something sweet as a thank you for your hard work.

### What You'll Gain:

- **A Sense of Accomplishment:** Know that your help is making a real, positive impact on the success of our program and the lives of our singers.
- **New Connections:** Build meaningful relationships with other volunteers who share your passion for our mission.

**Thank you** for considering this role! Your time and support help ensure that **Giving Voice** continues to thrive, and we're incredibly grateful to have you as part of our team!