



Commission on Aging

Ambassador Job Description

Job Title

Commission on Aging Ambassador

Reports To

Co-Chairs, Communication Committee
Chair, Montgomery County Commission on Aging

Job Overview

Volunteer position
Time commitment: 2 - 3 hours per month

Ambassador Program seeks to educate older adults about the Commission on Aging, relevant services, programs, and issues and solicits feedback regarding their concerns. Each Ambassador, along with a companion, will deliver an approved presentation to groups in the community. Presentations may take place at Senior Centers, congregate living facilities, libraries, and other locations where older adults gather.

Responsibilities and Duties

- Commit to remaining in the program during the entire 6-month period of the pilot program.
- Review and be familiar with the approved presentation.
- Using standard messaging, the Ambassador delivers the approved presentation to a group of older adults
- Ambassador teams determine which person presents and who takes notes, or if the presentation/notes responsibilities are shared.
- Ambassadors will report back to the Communications Committee the concerns of the older adults at their presentation
- Ambassadors will work with the Communications Committee to provide suggested updates to the standard presentation
- During the pilot program, Ambassadors attend monthly Communications meetings, and discuss with the Ambassador Program Task Force:
 - whether the current presentation should be revised
 - whether other written and printed materials are/would be appropriate
 - what worked, and what did not
- Submit feedback to Communication Committee co-chairs after each presentation

Qualifications

Broad Knowledge of County Programs and Events
Articulate and clear speaker, experience with public speaking desirable
Current commissioner, alum, or similarly qualified individual