

Support Group Leader Position Description

Thank you for your interest in volunteering with the International Essential Tremor Foundation. Please read through this position description to get a better understanding of the responsibilities, qualifications and benefits of IETF volunteer service. Call the IETF Support Group Liaison with any questions, 888.387.3667.



SGL Program

The International Essential Tremor Foundation is a 501(c)(3) not-for-profit based in Overland Park, Kansas with a mission to provide global educational information, services and support to those affected by essential tremor, their families and to health care providers, while promoting and funding research.

IETF Support Group Leaders are very special individuals who give freely of their time and talents working on behalf of IETF without financial compensation. They are self-motivated and passionate individuals who serve as volunteers of the IETF in their communities.

Support Group Leaders in each community works with the IETF Support Group Liaison:

- To increase awareness about ET within each community
- To increase the number of support groups
- To provide a local contact for educational information
- To develop and increase fundraising potential
- To develop and enhance a relationship between the IETF international office and the local community

Responsibilities:

- Maintains an active support group with a minimum of (3) three meetings per year.
- Builds relationships with local physicians, health care professionals, government and community representatives, in order to increase group membership and retain guest speakers.
- Disperses literature provided by the IETF to support group members, health care providers, libraries, senior centers, nursing homes, and other businesses and organizations, as needed.
- Partners with regional Ambassador and participates in fundraising activities.
- Records and reports hours served, group accomplishments and general milestones.
- Communicates with the IETF in a timely manner: Meeting updates=4-6 weeks, material and mailing requests=4-6 weeks, monthly volunteer hours log=within 5 days of month end, group accomplishments and general milestones=monthly.
- Participates in at least one SGL conference call and Ambassador led training call quarterly.

Qualifications:

- Desire to help educate others about essential tremor.
- Ability to communicate with diverse groups of individuals, regardless of age, race, ethnicity, income, religion or political affiliations. Experience in public speaking or a desire to do so is a plus.
- Impeccable community reputation and ethical behavior.
- A thorough knowledge of essential tremor or the ability to become knowledgeable.
- A basic understanding of Microsoft® Excel and Word.
- **Must have access to the Internet and an email account. (This is required)**

Reports To:

IETF Support Group Liaison.

Benefits:

- Waiver of annual membership fees.
- Ability to bring people together in a positive, loving and nurturing environment.
- Quality support: You will be assigned to a Regional Ambassador for local support and the IETF will provide literature and additional guidance.
- Knowledge that your affiliation with the IETF will allow greater access to community resources, including media.
- Possible IRS tax deduction for mileage and expenses (see your tax professional for details).
- Volunteer recognition program for milestones and achievements.

Application Process:

Here are the steps to becoming an IETF volunteer:

1. Review position description, Support Group Leader Training Guide and Training DVD.
2. Complete and submit application for volunteer service.
3. Phone interview with Support Group Liaison.

Once your application has been approved, there are only a few more steps:

4. Complete and submit Waiver of Liability form and personal interest survey.
5. Review SGL Welcome Packet materials and begin planning your first meeting.

Completed application must be submitted to the Support Group Liaison by mail or email rebecca@essentialtremor.org. Please allow 3-4 weeks for review.

Never doubt that a small group of committed people can change the world. Indeed, it is the only thing that ever has.
-Margaret Mead