



## **Volunteer Positions:**

### **A. Administrative Assistant**

Duties: Assist the Executive Director with corporate records, fundraising tasks, and grant applications, assist in volunteer training & development. Commit to one year of service.

Qualifications: Individual should possess a high degree of organizational skills, professional phone skills, and experience with Microsoft Office products.

### **B. Volunteer Coordinator**

Duties: Maintain volunteer schedule, assist in volunteer training & development. Commit to one year of service.

Qualifications: Energetic professional with excellent organizational and communication skills. Must have proficiency in Microsoft applications. Experience in training volunteers is preferred.

### **C. Volunteer Counselor**

Duties: Work directly with clients to gather information to form an individualized action plan. Action plan would include using LDRC database to connect clients with local organizations that may help with specific client needs (LLMD and health connections, community action, SNAP, independent living organization, section 8 or housing assistance, etc.) Commit to one year of service.

Qualifications: Empathetic listener that can also motivate clients to take action. Must be able to use databases. Must exhibit a high degree of ethics and integrity in dealing with personal data.

### **D. Peer Counselor**

Duties: Work directly with clients to gather information to form an individualized action plan. Action plan would include using LDRC database to connect clients with local organizations that may help with specific client needs (LLMD and health connections, community action, SNAP, independent living organization, section 8 or housing assistance, etc.) Commit to one year of service.

Lyme Disease Resource Center, Inc.  
PO Box 171  
Northampton, MA 01061  
www.lymedrc.org  
413-588-7388



Qualifications: ***Must have experienced some form of Tick borne Illness.*** Empathetic listener that can also motivate clients to take action. Must be able to use databases. Must exhibit a high degree of ethics and integrity in dealing with personal data.

### **E. Holistic Provider**

Duties: Provide seminars or workshops on holistic treatments for Lyme patients.

Qualifications: Accredited, Licensed (if required) and insured for massage, reiki, acupuncture, foot reflexology, yoga, or meditation.

Note: Must be approved by Executive Director and Board of Directors.

### **F. Social Worker**

Duties: Act as moderator for support group sessions. The schedule of sessions is to be determined. And/or provide one-on-one counseling, by appointment. Commit to one year of service.

Qualifications: MSW, LISW or LSW level willing to attend training to become Lyme Literate.

### **G. Workshop Presenter**

Duties: Present at seminars for Lyme clients and their caregivers on topics related to tick-borne illness, caregiving, patient needs, and/or treatment options. Initially, we are looking for volunteers with their own material.

Qualifications: Ability to speak in front of an audience in an intimate setting and field questions on the subject matter. Experience in any aspect of Lyme disease.

Note: Presentations will be pre-qualified by Executive Director and Board of Directors.

### **H. Fundraising Volunteer**

Duties: Assist in fundraising events throughout the year. Tasks would include assisting event coordinator in logistics, publicity, and participation at the fundraising event. Commit to one year of service.

Qualifications: Desire to make a difference. Variable time requirements are dependent on timing, duration and scope of the fundraising event. Creative thinkers are encouraged to apply!