

## Volunteer Opportunities

CareSmart Illinois is looking for volunteers to fill the following positions.

Position	Description of Tasks
PR and Marketing	<p>Raise awareness of CareSmart Illinois by performing the following activities:</p> <ul style="list-style-type: none"><li>• Advertise and promote CareSmart events.</li><li>• Participate in social media design.</li><li>• Establish relations with local organizations and businesses</li><li>• Maintain publicity material such as display boards and leaflets</li></ul>
Fundraising	<p>Help to raise funds to support CareSmart Illinois programs by performing the followings:</p> <ul style="list-style-type: none"><li>• Help to identify ways of raising funds.</li><li>• Take action to help secure funding by talking to companies and internet research.</li><li>• Help to organize fundraising events</li></ul>
Volunteer Coordinator	<p>Help to support CareSmart's programs by performing the following activities:</p> <ul style="list-style-type: none"><li>• Help to recruit volunteers.</li><li>• Serve as primary contact for perspective and active volunteers.</li><li>• Assist volunteers through the intake process including application and interview.</li><li>• Schedule volunteer activity as needed.</li></ul>
Special Projects	<p>Help to support CareSmart's programs by assisting with special projects on an as-needed basis including, e.g.,</p> <ul style="list-style-type: none"><li>• Special events</li><li>• Special initiatives</li></ul>
Board Membership	<p>Please see Board Member Job Description on the back of this sheet.</p>

**For an application and/or additional information about volunteer opportunities, please contact Chris Damon, Executive Director, CareSmart Illinois: 847-596-8226 or [chris@caresmart.org](mailto:chris@caresmart.org).**

## **Board Member Job Description**

Since 2014, CareSmart Illinois (CareSmart) has provided over 56 community programs to over 1400 Lake County family caregivers, older adults, and professionals. These programs have helped to increase knowledge and skills on topics such as dementia, self-advocacy, and the importance of self-care. A registered 501(c)(3), CareSmart's mission is to provide education and services that optimize wellness and quality of life for older adults, adults with disabilities, and family caregivers. For more information, please visit CareSmart's website at [www.caresmart.org](http://www.caresmart.org).

**Position:** Board Members support the work of CareSmart and provide mission-based leadership and strategic governance. While day-to-day operations are led by CareSmart's Executive Director, the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

### **Leadership, governance and oversight**

- Be informed of and meet all legal and fiduciary responsibilities
- Be familiar with and provide input regarding CareSmart's finances, budget, and financial/resource needs
- Monitor the use of funds provided by the Board to support CareSmart programs
- Identify, select, orient and train Board members; evaluate the Board's and Executive Director's performance
- Serve on committees/ad hoc work groups, and commit to special assignments as necessary
- Represent CareSmart to stakeholders such as donors, volunteers, and learners

### **Fundraising**

- Commit to raising funds to support the work of CareSmart
- Make a personally meaningful annual contribution
- Complement the program's resources with professional expertise and contacts

### **Board terms/participation**

- Serve a two-year term, subject to re-election and resignation
- Attend monthly Board meetings, designated committee meetings, and the annual Board meeting

### **Qualifications**

This is an excellent opportunity for an individual who wishes to make a contribution that benefits older adults and caregivers of adults with disabilities. Ideal candidates will have the following qualifications:

- Passion for CareSmart's mission
- Experience with family caregiving, aging, and/or adults with disability
- Time for Board tasks: monthly/annual meetings and one committee or project
- Professional skills that complement others in the organization
- Attentiveness to organizational opportunities and weaknesses
- Toughness: ability to take on challenging issues
- Collegiality: ability to work through conflicts, be respectful, and inspire collaboration