

Criteria for Leadership

- Interested in working with older adults
- Life experience valued
- Is a role model for healthy behaviors
- Demonstrates good communication and interpersonal skills.
- Is non-judgmental
- Is enthusiastic.
- Is dependable.
- Is willing to lead small groups.
- Is able and willing to follow a scripted manual.

For Matter of Balance:

- Education or health care experience a plus.
- Ability to perform range of motion and low-level endurance exercises.
- Ability to carry up to 20 lbs.

For PATH:

- If a health care professional, leads workshop as a lay person.
- Ability to carry up to 20 lbs.

Training and Implementation Requirements:

For Matter of Balance:

- Attend eight hours of coach training and earn A Matter of Balance Certification.
- Agree to facilitate two Matter of Balance classes for each year that I remain certified as a Matter of Balance Coach.
- Attend 2.5 hours of facilitator training updates annually.
- Attend Healthy Living Quarterly Meetings, when possible.

For PATH:

- Attend and successfully complete a 4 day Lay Leader Training.
- Co-facilitate one workshop within six months of attending training.
- Co-facilitate at least one workshop within each year I remain certified as a PATH facilitator.
- Participate in Michigan Partners on the PATH data collection.
- Attend Healthy Living Quarterly Meetings, when possible.

Classroom Responsibilities:

- Lead workshop with another lay leader who also has successfully completed the Lay Leader Training.
- Prepare for each session by reviewing the program manual and materials prior to workshop
- Set up and take down classroom, as trained.
- Conduct the program according to program guidelines and requirements.
- Encourage interactive discussion and engage all participants in the workshop, as trained.
- Maintain program fidelity and will not change the program in any way.
- Use copyrighted materials only as they are intended. Will not duplicate, modify or distribute program materials for use outside of the workshop.

Confidentiality, Communication, & Record Keeping:

- Maintain confidentiality in all matters pertaining to participants and their participant information, as agreed in the volunteer “Pledge of Confidentiality.” Keep information discussed during the training and workshops confidential.
- Distribute, collect and return to Master Trainer all designated forms, as instructed by my Program Coordinator.
- Report progress, illness, issues and concerns to Master Trainer.

For Matter of Balance:

Coaches are encouraged to record “Lessons Learned” and share feedback & ideas.

- Make adjustments in my delivery of the workshop, as suggested by my Master Trainer when such mentoring is provided.

Stipends:

AS FUNDING ALLOWS, the Area Agency on Aging IIIA will provide stipends when eligible volunteers successfully complete workshops. An eligible volunteer is one who DOES NOT receive monetary compensation from employer/employment during the hours that s/he is facilitating a workshop. The stipend will be as follows:

For Matter of Balance:

\$100 for every workshop where lay leader completes at least 6 of 8 sessions.

For PATH, Diabetes PATH and Chronic Pain PATH:

\$200 for every workshop where lay leader completes at least 5 of 6 sessions.

Please check ONE of the circles below:

- I certify that I am not receiving compensation from an employer during the hours that I facilitate a workshop. I qualify for the stipend.
- I certify that I am receiving compensation from my employer during the hours that I facilitate a workshop. I do not qualify for the stipend.

I have read the job description and agree to its conditions and requirements for training, workshop implementation, classroom responsibilities, confidentiality, communication and record keeping.

Date Print Name

Signature of Lay Leader

Date Print Name

Signature of Master Trainer