ICS Volunteer Job Description: Coffee & Conversations Event Assistant

Volunteers should embody the ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation

Program Description: Help at Home, Senior Services Department
The ICS Help at Home Program provides socialization support to adults 60+ years of age and to adults with disabilities. As part of the Senior Services department, Help at Home supports these communities by helping them remain independent in their homes through yard work, home repair, business help, wellness calls, and friendly phoning and visiting services.

Job Description: Participants are invited to a social gathering once a month at ICS known as Coffee & Conversations, where we promote relationship and community building around isolated clients through fun and joyful activities. As a Coffee & Conversations Event Assistant, you will support the Coffee & Conversations Event Coordinator Volunteer and be available to help participants during the event.

Reports to: Help at Home Coordinator Staff and Coffee & Conversations Event Coordinator Volunteer

Job Details:
- Set up before the event
- Help clients with Coffee & Conversation activities
- Offer refreshments and offer support to clients during the event as needed
- Clean up and tear down after the event

Volunteer Qualifications:
- Complete ICS Volunteer Registration required
- Current Driver's License required
- Current Car Insurance required
- Current Fingerprint Clearance Card required
- Friendly, personable, and organized preferred
- Willingness to help wherever needed, preferred

Location: ICS NW Office at 2820 W. Ina Rd Tucson, AZ 85741

Time Commitment: Once a month on a Wednesday from 10am-2pm or as needed.