



ICS Volunteer Job Description: Coffee & Conversations Event Coordinator

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 Coordinator, you will schedule the Coffee & Conversations monthly event and plan the activities.

Reports to: Help at Home Coordinator Staff

Supervises: Coffee & Conversations Event Assistant Volunteers

Job Details:

- Schedule dates and times for the event based on the Senior Services calendars
- Plan the activities that will take place during the event
- Contact clients over the phone or via email inviting them to the event and follow up with weekly reminders
- Contact volunteers over the phone or via email inviting them to help with the event and follow up with weekly reminders
- Manage a spreadsheet of clients and volunteers participating in the event
- Submit ride requests for clients in need of transportation to the event
- Support Coffee & Conversations Event Assistants with set up and tear down
- Work alongside the Coffee & Conversations Event Assistants during the event

Volunteer Qualifications:

- Complete ICS Volunteer Registration required
- Current Driver's License required
- Current Car Insurance required
- Current Fingerprint Clearance Card required
- Current Level 1 Background Check required

- Basic phone and computer skills, preferred
- Quality organizational and communication skills, preferred
- Event planning or activity coordinating experience, preferred

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

Time Commitment: Committed weekly schedule on Wednesdays from 10am-2pm or as needed. Up to 5 hours on event day.