



ICS Volunteer Job Description: Food Box Delivery Office Assistant

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

Program Description: Food Box Delivery, Senior Services Dpt.

The Senior Services Dpt. provides assistance and services to older adults and adults with disabilities, supporting their ability to live independently in their own homes, without the need for institutional care. The Food Box Delivery Program provides reliable food box distribution to older adults and adults with disabilities, who otherwise are unable to pick up a food box from the ICS Food Bank.

Job Description: As an Office Assistant you help with daily office needs crucial to the success of the Food Box Delivery Program. This in-office position assists with daily program tasks and operations, and may assist other Senior Services Programs, such as Mobile Meals, Transportation, and Help at Home. Responsibilities may vary day to day depending on the needs of the programs. Training provided.

Job Details:

- Answer/Make program phone calls
- Send out program mail
- Email program volunteers
- Enter data and information into the client tracking system
- Assist with other duties as assigned

Reports to: Food Box Delivery Coordinator

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

Time Commitment:

Frequency: Once a week, same day every week, volunteer chooses days

Availability: Monday-Friday, 9am-1pm or 1pm-4pm

Required Qualifications:

- Completion of ICS Volunteer Registration
 - >Application & Handbook
 - >Criminal & Driving Record Background Check (Renewed every 3 years)
 - >Two References

- Completion of Department Requirements
 - >Obtain a Fingerprint Clearance Card (Renewed every 6 years)
 - >Complete Level 1 Background Check (Renewed Annually)
- Proof of current Car Insurance for the continued duration of active service
- Proof of current Drivers License for the continued duration of active service

Skills and Abilities:

- Basic computer and data entry skills
- Experience using the Microsoft Suite
- Patience with older adults and adults with disabilities
- Professional and friendly phone etiquette
- Willingness to learn ICS computer systems
- Someone who is reliable and dependable to their commitments
- Ability to communicate with ICS staff via phone and email

To begin volunteering in this position, please contact the Volunteer Engagement team by calling 520-536-9308 or emailing volunteer@icstucson.org