ICS Volunteer Job Description: Grocery Shopper, Care-a-Van

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

Program Description: Transportation Program, 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 Transportation Program offers participants free transportation, enabling them navigation to important appointments and other locations crucial to their wellbeing.

Job Description: As an ICS Van Driver, use the ICS Care-a-Van to assist with grocery shopping needs on behalf of an older adult or adult with disabilities. There is usually only one destination per ride, unless otherwise scheduled by the ICS office. The van has a ramp for participants who require wheelchair access. Training provided.

Job Details:
- Receive an assignment from the Transportation Coordinator
- Contact the participant 2 days prior and on the morning of the scheduled ride to confirm pick up
- Pick up the ICS Care-a-Van and keys from the NW ICS Office, 2820 W. Ina Rd.
- Pick up the participant from their home, and assist them into the van OR pick up a grocery list and monies from the participant to shop on their behalf
  -Volunteers are not to engage in any physical lifting of the participant while assisting them
- Transport the participant to their preferred grocery store and assist them with shopping OR shop for items on the participants list, do not go over the participant's spending limit
- Transport the participant home and assist them out of the van OR bring purchased groceries, receipts, and any change back to the participant
  -Volunteers are not to engage in any physical lifting of the participant while assisting them
- Assist the participant with unloading the groceries
- Return the ICS Care-a-Van and keys to the NW ICS Office, 2820 W. Ina Rd.
- Communicate with ICS staff in case of unexpected circumstances

Reports to: Transportation Coordinator

Location: Van pick up at the ICS Northwest Office, 2820 W. Ina Rd. Tucson, AZ 85741. Participant pick up and drop off destinations will vary. Volunteer chooses the Zip Codes they serve in.

Time Commitment:
Frequency: Volunteer chooses what days and how often they take rides
Availability: Monday-Friday, between the hours of 8am-4pm, shift lengths will vary

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)
- Have no moving or traffic violations in the last 3 years
- Proof of current Car Insurance for the continued duration of active service
- Proof of current Drivers License for the continued duration of active service
- Comfortability and understanding of operating a van or similarly sized vehicle
- Ability to navigate the city with GPS or other means in order to arrive at your destination in a timely manner, if necessary

Skills and Abilities:
- Have a friendly and sociable attitude while providing services
- Willingness to engage in pleasant conversation with the participant, or offer a quiet and peaceful ride otherwise
- Good with handling money
- Willingness to assist participants into your vehicle, without engaging in any lifting
- Willingness to wear a mask if requested by the participant
- Patience with older adults and adults with disabilities
- 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