



ICS Volunteer Job Description: Food Donation & Service Navigator

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

Program Description: Mobile Food Bank, Emergency Assistance Dpt.

As part of the ICS Emergency Assistance Department, the Mobile Food Bank program brings food distribution services to communities that otherwise lack access to healthy and readily available food options. By mobilizing food distribution, ICS brings the Mobile Food Bank directly to our participants in areas of need.

Job Description: As a Food Donation & Service Navigator you serve as a resource for clients seeking service information and provide support to the Mobile Food Bank program. This position at the East office plays a vital part in ensuring that individuals seeking assistance are welcomed and served with dignity.

Job Details:

- Greet guests, assess their need, and provide the necessary service information
- Distribute supplemental food assistance bags to walk-in clients
- Process incoming food donations, provide receipts when requested
- Maintain a warm and professional presence at the office during assigned hours

Reports to: Mobile Food Bank Assistant and Central Front Office Coordinator

Location: ICS East Office 8701 E. Old Spanish Trail Tucson, AZ 85710

Time Commitment:

Frequency: 1-3 times a week

Availability: Tuesdays, Wednesdays, Thursdays from 9:00am-1:00pm

Required Training: Provided by the Mobile Food Bank program and the Centralized Intake program

Required Qualifications

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

Skills and Abilities:

- Friendly, dependable, and comfortable working with the public
- Able to follow procedures and adapt to occasional downtime
- Committed to supporting the mission of equitable food access and community outreach

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