



ICS Volunteer Job Description: Coffee & Conversations Event Driver

Program Description: Help at Home, 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 Help at Home program also offers community and socialization services to reduce isolation or loneliness.

Job Description: As an Event Driver, use your personal vehicle to pick up a participant from their home and safely transport them to-and-from the monthly Coffee & Conversations event. Mileage reimbursement offered. Training provided.

Job Details:

- Receive an assignment from the Coffee & Conversations Event Coordinator
- Contact the participant 2 days prior and on the morning of the scheduled ride to confirm pick up
- Pick up the participant from their home, and assist them into your vehicle
-Volunteers are not to engage in any physical lifting of the participant while assisting them
- Transport the participant to the Coffee & Conversations event, walk with them inside if requested
- You are welcome to stay for the event, or return to pick them up at the end
- Transport the participant home and assist them out of the vehicle
-Volunteers are not to engage in any physical lifting of the participant while assisting them
- Communicate with ICS staff in case of unexpected circumstances

Reports to: Coffee & Conversations Event Coordinator (Volunteer), Help at Home Coordinator (Staff)

Location: Participant pick up and drop off destinations will vary

Time Commitment: Once a month on a Wednesday, between 9am-3pm or as needed.

Required Qualifications:

- Completion of ICS Volunteer Registration
 - >Submit Application & Review 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)
- Be in possession of a reliable, working, and clean vehicle
- 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 Driver's License for the continued duration of active service
- 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:

- Willingness to embody the ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation
- 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
- 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