



ICS Volunteer Job Description Honoring Our Lives Coach

Job Title: Honoring Our Lives Coach, reports to Training & Education Manager

Program: Honoring Our Lives: Advance Care Planning

“Honoring Our Lives” is our effort to provide the space and the tools for individuals and families to assess their lives and anticipate challenging health circumstances that might arise. We help them to make plans to adapt to new and potentially complex situations through advance care planning which is a way to help ensure that their values in life and wishes for care will be honored if they can’t speak for themselves.

Job Description:

Meet with an individual or couple to assist in the completion of advance care directives. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

Job Details:

- Attend coach training, complete shadowing experiences, and lead a coaching session under supervision before working with coaching participants individually
- Work with one coaching participant or family unit at a time, unless additional volunteer hours are desired
- Meet with coaching participants either alone or with another coach
- Report progress with participants to ICS staff as directed: visits, phone calls, forms completed, etc.
- Training provided (mostly via Zoom)
- Staff support is provided whenever needed
- Documents and forms are provided for coaching participants
- Volunteer coaches are encouraged to attend quarterly Honoring Our Lives volunteer meetings for information and support

Volunteer Qualifications:

- Volunteers must complete their own advance care directives
- Willingness to meet with coaching recipients either via Zoom or in person, at an ICS office, a person’s home, or neutral location such as a public library
- Willingness and ability to suspend biases when working with a variety of people
- Ability to organize and stick to a schedule
- Comfort discussing difficult topics with patience and empathy

Location: Various; volunteer and participant determine location and meeting schedule

Time Commitment: Coach one participant or family unit at a time, for sessions ranging from 15-90 minutes usually over a period of weeks (more than one meeting is often required). Time commitment varies based on participant and volunteer availability.