



ICS Volunteer Job Description Faith Council Meeting Assistant

Job Title: Faith Council Meeting Assistant, reports to Faith Community Outreach Coordinator (FCOC)

Program: Outreach

Provide support to Faith and Community Outreach Coordinator (FCOC) on the day of Faith Council.

Job Description:

The Faith Council Meeting Assistant provides support on the day of Faith Council meetings by helping with setup, tear down, and other things that arise during a meeting. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

Job Details:

- Faith Council meetings take place on a Tuesday every other month
- Setup - including name tags, food, paper hand outs
- Welcoming – Registering attendants, answering questions
- Extra set of hands – help FCOC with things as they arise

Volunteer Qualifications:

- Welcoming attitude
- Able to carry 20 lbs.
- Ability to travel across town
- Organized
- Flexible

Location: Different locations across town

Time Commitment: 10:00am-1:00pm on a Tuesday every other month, and a 30-minute planning meeting with FCOC