



## ICS Volunteer Job Description Volunteer Survey Taker

**Job Title:** Volunteer Survey Taker, reports to Caregiving Services Manager

**Program:** Caregiving Senior Services

ICS offers a variety of Caregiving Services that help registered ICS recipients who are frail, ill or disabled live independently in their own homes, without the need for institutional care.

### **Job Description:**

Call participants on the phone and enter response data into our ETO database system. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

### **Job Details:**

- Call participants from a list of people that have used our services
- Ask a series of questions and learn to use our ETO database to enter data retrieved answers from the survey
- Training provided

### **Volunteer Qualifications:**

- Willing to have a conversation with Seniors over the phone to ask them survey questions
- Computer knowledge ability to use cloud based applications
- Have a landline phone or cell phone with unlimited minutes (there may be an option to come into ICS office on certain days)
- Access to the internet and a laptop or computer

**Location:** Remote or Ina Road NW Office (2820 W Ina Rd.) on certain days

**Time Commitment:** Conduct 25-30 calls per month, time per call varies per participant; flexible schedule