



## ICS Volunteer Job Description Volunteer Survey Taker AmeriCorps

**Job Title:** Volunteer Survey Taker - AmeriCorps, 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 with specific survey questions and enter response data into our ETO database system. AmeriCorps surveys are required for grant reporting and done twice per year. Recipients are asked questions about the services they receive and the impact of those services. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration and Innovation.

### **Job Details:**

- Call participants that receive our caregiving services
- Using ETO data system, ask recipients specified survey questions that are populated into each individual's data file
- Enter recipients responses into ETO database
- All responses are collated for grant reports twice annually to indicate the effectiveness of the services our AmeriCorps Seniors volunteers provide
- ETO training provided

### **Volunteer Qualifications:**

- Willing to have a conversation with Seniors over the phone to ask them survey questions
- Computer knowledge and ability to use cloud based applications
- Have a landline phone or cell phone with unlimited minutes. Possible option to survey in the ICS Ina Road office
- For at home option, need good access to the internet and a good 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

