



ICS Volunteer Job Description Honoring Our Lives Workshop Facilitator

Job Title: Honoring Our Lives Workshop Facilitator, reports to Health & 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 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: Join an ICS Staff member or volunteer in presenting a community workshop on advance care planning either in person or online. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

Job Details:

- Accompany another facilitator in leading a community workshop
- Distribute advance directives and other documents to workshop participants
- Administer workshop surveys at the end of each session
- Report basic information to ICS staff, i.e. number of attendees
- Participate in periodic gatherings, either in person or via Zoom, with other Honoring Our Lives volunteers for sharing experiences and receiving continuing education
- Additional training and technology and materials to conduct workshops provided
- Staff support is provided whenever needed

Volunteer Qualifications:

- Completion of training sessions, shadowing, and supervised workshop facilitation prior to leading workshops
- Volunteers must have their own advance care directives
- Public speaking and facilitation skills
- Experience the community workshop "Honoring a Life" at least once
- Ability to travel to workshop sites or preside over Zoom presentations
- Ability to handle the physical requirements of leading a one- or two-hour workshop, including set-up and break-down when necessary
- Comfort with discussing difficult topics with patience and empathy
- Comfort using technology related to facilitation (such as Microsoft Power Point or Zoom)

Location: Various; volunteers can opt-out of areas to which they’d prefer not to travel

Time Commitment: Whatever is desired. We do ask that each trained workshop facilitator offer at least one workshop session per year for ICS.