



## **ICS Volunteer Job Description: Office Assistant, Senior Services**

*Volunteers should embody the ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation*

### **Program Description: All Programs, Senior Services Department**

ICS Senior Service Programs support participants who are alone, frail, ill, or disabled to live independently in their homes without the need for institutional care. These include Transportation, Mobile Meals & Food Box Delivery, and the Help at Home programs.

**Job Description:** The Senior Services Program Assistant is an in-office position that assists with daily Senior Services programs tasks and operations. Responsibilities may vary day to day depending on the needs of the programs.

**Reports to:** ICS Senior Services Department staff members

### **Job Details:**

- Answer/Make program phone calls
- Send out program mail
- Email program volunteers
- Enter data and information into the client tracking system

### **Volunteer Qualifications:**

- Complete ICS Volunteer Registration required
- Computer literate required, Excel Spreadsheets preferred

**Location:** Northwest ICS Office, 2820 W. Ina Rd. Tucson, AZ 85741

**Time Commitment:** Tuesdays or Wednesdays weekly for a 3–4-hour shift between the hours of 9am-4pm. Volunteer chooses when they would like their shift to be.