

Job Description:

Director(s) of Social Services

Willamette University Institute for Continued Learning

The duties-of the Director(s) of Social Services shall be as follows:

- Plan and arrange for catering, entertainment, and other appropriate activities to celebrate semester opening and closing sessions, mid-semester coffees, and summer picnic. Work with Willamette University's Catering Service to provide food and/or beverage service for each event held on campus.
- The annual summer picnic falls under Social Services responsibility, working with a volunteer picnic coordinator. It is usually scheduled near the end of August. In July the Director(s) sends an announcement with picnic details to the Director(s) of Information Services to be forwarded to all members.
- The Director(s) of Social Services is responsible for calling and sending cards to members who have experienced illness, significant loss, or other circumstances which warrant ICL recognition. In addition, the Director(s) may make an announcement in class, if appropriate and if the member or family consents. When an active ICL member dies, the Director(s) contacts the family to learn their preference, and then the ICL Treasurer sends a \$50.00 check to the charity of their choice.
- The Director(s) handles all other social correspondence and activities as may be deemed necessary by the Board and requested by the Executive Director(s).
- The Director(s) maintains the Social Services procedures for the above duties in the Social Services notebook which includes an addendum for pandemic operations.