



VOLUNTEER POSITION DESCRIPTION

Shasta County Child Abuse Prevention Coordinating Council
North State Rural Assets Project (NSRAP)
Prevention Materials Organizer

Volunteer Position Title: Prevention Materials Organizer
On-site Contact: Lorie Harris
Supervisor: Liz Crain – Volunteer Coordinator
Term of Service: Ongoing Opportunity
Hours of Service: flexible
Date to Start: Summer / Fall 2011
Date of Service: flexible

Location: Off-site (telecommuting)

or CAPCC Main Office
2280 Benton Drive, Bldg C, Suite B
Redding, CA 96003



- ◆ **Shasta CAPCC Mission** is to promote a local culture that values all children and families. Our vision is a community where all children are valued, nurtured, protected, and therefore will reach their full potential.
- ◆ **NSRAP** serves children and families in Shasta, Siskiyou, and Trinity Counties. Members serve to reduce high risk behavior in youth and to strengthen families with young children.
- ◆ **Specific Duties or Responsibilities:**
 - Organize, sort and assemble prevention materials for distribution purposes
- ◆ **Volunteer Donation Box Host:**

Volunteer Donation Box Host will work directly with the Blue Ribbon Campaign Manager via telephone, internet, and occasional in-office meetings. The Host will work to promote a relationship with the representative of the business requesting a donation box. Duties include coordinating the delivery and pick-up of promotional materials. Coordinating may take place at volunteer's place of business or CAPCC office.
- ◆ **Necessary Skills:**
 - Commitment to helping and serving others, particularly children.
 - Strong organizational skills and reliability very helpful.
- ◆ **Volunteer Contact Information:**

If interested in volunteering, please contact our Volunteer Coordinator, Liz Crain, at 530.241.5816 ext. 214 or via email at lcra@shastacapc.org.

