



County of Sonoma
Volunteer Program



**Human Resources Department
Training Division
575 Administration Dr. Suite 117C, Santa Rosa, CA 95403
(707) 565-2821 Fax: (707) 565-3079**

JOB DESCRIPTION

Office Use Only Dept. Code: 604hr(v)	Recruitment Requested: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Pre-Screening Requested: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Date: 9/29/06 Updated: 6/28/07
Job Title: Commission Aide		Number of Positions: TBD
Department: Human Resources		Division: EEO
Program: Commission on Human Rights		Address of Position: Varied
PURPOSE		
Brief description of department or division/program: <p>The mission of the Commission on Human Rights is to promote better human relations between all people in Sonoma County through education, advocacy, communication and initiation of action that fosters the recognition of and appreciation for the diversity of our community.</p> <p>The Commission adopts goals and pursues specific activities each year that are aimed at making Sonoma County a welcome community to a diverse population. These activities include:</p> <ul style="list-style-type: none"> ♦ Educational outreach to students, parents, and faculty at schools throughout the County. ♦ Supporting community-based efforts to promote acceptance of diversity. ♦ Networking with county-wide partners in the criminal justice system to combat hate crime and hate incidents. <p>NOTE: The Commission may also have openings for Commissioners. For more information on Commissioners' roles and responsibilities and the Commissioner Application, please visit our website at www.sonoma-county.org/hr/cid/chr.htm.</p>		
JOB DESCRIPTION		
Specific tasks and responsibilities of the volunteer: <p>The Commission is seeking volunteers to help in a wide-ranging number of activities, including:</p> <ul style="list-style-type: none"> ♦ Participating on one of the Commission's topic-area task forces (e.g., education, community action network, events, and public relations). ♦ Research issues related to human rights issues. ♦ Assist with preparing display and materials for the Commission's table at community events. ♦ Help staff the Commission's table at community events. ♦ Assist with publicity and ticket sales for the annual Rev. James E. Coffee Human Rights Awards Event (December 1, 2006). ♦ Assist at the annual Rev. James E. Coffee Human Rights Awards Event with set-up, food service, ticket sales, guest check-in, and ushering. 		
QUALIFICATIONS		
Required skills, abilities, education levels, or other qualifications necessary for the job: <p>Required skills vary depending on the volunteer assignment. They may include basic office and computer skills, interpersonal skills, and/or writing skills. Research assignments will require knowledge of the internet search techniques.</p>		

TIME COMMITMENT

Number of hours per week: Flexible

Set required schedule: Yes No If yes, list hours/days per week:

Special Project **Ongoing Position** For projects, estimated # of hours and date of completion:

Minimum length of commitment needed from volunteer: Varies with assignment.

BENEFITS TO VOLUNTEER

Specific training and/or experience the volunteer will receive:

Volunteers will have the opportunity to work with Commissioners and staff. They will have the chance to learn more about human rights issues in the County. For events-related projects, they will have the opportunity to learn about event planning and organization.

ADDITIONAL JOB REQUIREMENTS

- Confidentiality _____
- Background check _____
- Dress codes _____
- Valid CA driver's license if work requires driving a County or personal vehicle. Photocopy for file. _____
- Proof of Auto Insurance if driving a personal vehicle on County business. Photocopy for file. _____
- Physical Requirements _____
- Other _____

Will worker be driving a County car? YES NO How Often?

Will worker be required to use own vehicle? YES NO How Often?

Will worker operate any other machinery? YES NO If so, what?

Supervisor's Name: Maggie Martin

Phone: (707) 565-3323

Voice Mail:

Supervisor's Title: Program Analyst

Email:

Fax:

FOR RISK MANAGEMENT USE ONLY

Has position been previously approved for WC? YES NO

Reviewed and Approved

Comments:

Denied

Reason:

Risk Management Signature:



Date of Signature: October 3, 2006