



*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 <b>Dept. Code:</b> 6220bp	<b>Recruitment Requested:</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> <b>Pre-Screening Requested:</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<b>Date:</b> 5/12/06 <b>Updated:</b> 6/29/07
<b>Job Title:</b> Safe Kids Bike and Pedestrian Volunteer		<b>Number of Positions:</b> 1
<b>Department:</b> Health Services		<b>Division:</b> Prevention & Planning
<b>Program:</b> Safe Kids		<b>Address of Position:</b> 475 Aviation Blvd., Ste 210 SR 95403
<b>PURPOSE</b>		
<p><b>Brief description of department or division/program:</b> Safe Kids Sonoma County is a community coalition with the mission to prevent unintentional injury and death to kids ages 14 and under in Sonoma County. The coalition has three action teams that address falls prevention, child passenger safety, and bicycle and pedestrian safety. The Bicycle and Pedestrian Safety Action team works with schools, law enforcement, community organizations to provide safety education, promote engineering of safe streets and walkable communities and enforcement of policies and law to increase safety. The group is in charge of managing a bike rodeo kit and the bicycle helmet bank.</p>		
<b>JOB DESCRIPTION</b>		
<p><b>Specific tasks and responsibilities of the volunteer:</b> Under the direction of the Safe Kids Sonoma County coordinator, the volunteer will become familiar with the action team and eventually serve as the coordinator of the action team's activities. This will include coordinating the use of the bike rodeo kit and applications for the helmet bank, working with law enforcement agencies to provide information about the helmet law and a new violator program, and other efforts decided by the group. The volunteer will also facilitate action team meetings.</p>		
<b>QUALIFICATIONS</b>		
<p><b>Required skills, abilities, education levels, or other qualifications necessary for the job:</b> Facilitation, organizational and time management skills. Dependable, timely, and creative.</p>		
<b>TIME COMMITMENT</b>		
<p><b>Number of hours per week:</b> Flexible, must attend monthly meetings every 2<sup>nd</sup> Weds. afternoon.</p>		
<p><b>Set required schedule:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>If yes, list hours/days per week:</b></p>		
<p><b>Special Project</b> <input type="checkbox"/> <b>Ongoing Position</b> <input checked="" type="checkbox"/> <b>For projects, estimated # of hours and date of completion:</b></p>		

**Minimum length of commitment needed from volunteer:** 8 months

**BENEFITS TO VOLUNTEER**

**Specific training and/or experience the worker will receive:** Training on data related to childhood injuries, leadership/ management training dependent on activities. Experience working with a community coalition and other dependent on position.

**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:** Beth Dadko, MPH

**Phone:** 565-6678

**Voice Mail:** same

**Supervisor's Title:** Health Information Specialist

**Email:** bdadko@sonoma-county.org

**Fax:** 565-6619

**FOR RISK MANAGEMENT USE ONLY**

Has position been previously approved for WC?      YES [ ]      NO [ ]

[ X ] Reviewed and Approved

Comments:

[ ] Denied

Reason:

Risk Management Signature:



Jon Oliver

Date of Signature: June 12, 2006