



# 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> 6220cp	<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 Child Passenger 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 Child Passenger Safety Action Team works with parents, law enforcement, community organizations to provide safety education and promote policies to strengthen child passenger safety. The group puts on car seat check-up events, teaches car seat technicians, and is developing a car seat education class.</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 car seat check-up events, NHTSA car seat technician trainings, legislative efforts, media coverage, organizing the development of a car seat education class, and other tasks decided on 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 and creative.</p>		
<b>TIME COMMITMENT</b>		
<b>Number of hours per week:</b> Flexible, must attend monthly meetings every 2 <sup>nd</sup> Weds. afternoon.		
<b>Set required schedule:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>If yes, list hours/days per week:</b>		
<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>		

**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