



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: 6220td	Recruitment Requested: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Pre-Screening Requested: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Date: 9/7/05 Updated: 6/29/07
Job Title: Safe Teen Driving Volunteer	Number of Positions: open	
Department: Health Services	Division: Prevention & Planing	
Program: Safe Kids	Address of Position: 475 Aviation Blvd., Ste. 210, SR 95403	
PURPOSE		
Brief description of department or division/program: Real Drivers Ed. volunteers promote safe teen driving among their peers in the 12 largest high schools in Sonoma County. Volunteers will help develop a campaign to promote safe teen driving and then implement the campaign at their high schools during monthly events. This is a project taken on by PLAN, the Provisional License Action Network. For more information visit www.teensanddriving.org		
JOB DESCRIPTION		
Specific tasks and responsibilities of the volunteer: Volunteers will be responsible for : <ol style="list-style-type: none"> 1. Attending Real Drivers Ed meetings and participating in additional skills workshops 2. Helping implement monthly teen driving rallies at high school 3. Participate in other projects taken on by the group 		
QUALIFICATIONS		
Required skills, abilities, education levels, or other qualifications necessary for the job: Desire to promote safe teen driving in high schools. Must be a high school student (preferably able to help over the course of the next 2 years).		
TIME COMMITMENT		
Number of hours per week: 2		
Set required schedule: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, list hours/days per week:		
Special Project <input type="checkbox"/> Ongoing Position <input checked="" type="checkbox"/> For projects, estimated # of hours and date of completion:		

Minimum length of commitment needed from volunteer: 8 months

BENEFITS TO VOLUNTEER

Specific training and/or experience the worker will receive: Teen driving specific knowledge, social marketing/ education campaign skills, health/ safety promotion training

ADDITIONAL JOB REQUIREMENTS

- Confidentiality:
- Background check:
- Dress codes:
- Valid CA driver's license and auto insurance. 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 []

[] Reviewed and Approved

Comments:

[] Denied

Reason:

Risk Management Signature: Orig. Signed 9/20/05

Date of Signature: