

CPC BASIC JOB DESCRIPTIONS FOR VOLUNTEER POSITIONS

ABSTINENCE TEACHER	Nurses and others interested in working in public and private schools to help kids see the value of abstinence and more.
CHILDBIRTH	RN to give childbirth and infant care instruction.
CHURCH LIAISON	Represent CPC at your church, doing baby bottle drives, disseminating information, etc.
CLERICAL	General office skills, light typing, filing, recording data and statistics; assisting with staff correspondence, filing, and copying.
COMPUTER	Data entry in computer for areas of financial, donor database and Client database, as well as word-processing for correspondence (Microsoft Word, Access, Excel).
COUNSELOR	Does one-on-one crisis intervention and on-going lay-counseling. Responsible for keeping accurate client and office records, and making at least one follow-up contact with each client. Required to attend volunteer training and in-service meetings.
FUNDRAISING	Does any of a variety of tasks for various CPC fund-raisers, i.e. committee chairman, computer entry, registration tables, prize/sponsor acquisition, phone calling, photography, food, etc.
MAIL TEAM	Prepare various correspondence, Christmas cards, fundraising invitations, etc. for mailing.
MAINTENANCE	Perform general building and/or grounds maintenance tasks as needed.
MATERIAL ASSISTANCE	Collect, sort, and clean baby and maternity clothing. Coordinate distribution of baby furniture.
PRAYER MINISTRY	Provides prayer support for specific and general needs of CPC ministries, clients, staff and volunteers periodically on site as well as individually.
PUBLIC RELATIONS	Familiarize people with CPC ministry; plan and organize CPC directory and newspaper advertising; distribute brochures, posters, etc. This may include becoming a liaison to promote CPC in your own church.
RECEPTIONST	Handles all incoming calls, schedules appointments, calls to confirm appointments, pulls and files client charts, does some phone counseling, and greets clients. Carries out opening and/or closing procedures.
SONOGRAPHER	Performs ultrasounds at CPC. Extensive training required.
SPEAKER'S BUREAU	Teens or adults to give presentations to groups on CPC services and topics, such as abortion, adoption, chastity, post-abortion stress, sanctity of life, fetal development.
WEB PAGE MANAGER	Routine website maintenance.
WEB COUNSELOR	Answers counseling questions that come in via the web.
YMSG LEADERS/ HELPERS	Provides support and encouragement to any moms that come to CPC seeking help. Young Mom's Support Group meetings are held one night per month.