

CPC BASIC JOB DESCRIPTIONS FOR VOLUNTEER POSITIONS

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, copying, and filing.
COMPUTER	Data entry in computer for areas of financial, donor database and statistics, 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 seminar 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, clowns, food, etc.
MAIL TEAM	Prepare newsletters, monthly correspondence, Christmas cards, etc. for mailing.
MAINTENANCE	Perform general building maintenance tasks as needed.
MATERIAL ASSISTANCE	Collect, sort, and clean baby and maternity clothing. Coordinate distribution of baby furniture.
NURSES	Support services for STD testing including but not limited to client education, counseling, and blood draws.
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., may include becoming a liaison to promote CPC in your own church.
RECEPTIONST	Handles all incoming calls, schedules appointments, does some phone counseling, and greets clients. Carries out opening and/or closing procedures. Required to attend volunteer training and in-service meetings.
S.H.A.R.E. TEACHER	Nurses and others interested in working in public and private schools to help students see the value of abstinence and more.
SONOGRAPHER	Performs ultrasounds at CPC. Extensive training required.
SPEAKERS BUREAU	Teens and adults to give presentations to groups on CPC services and topics, such as abortion, adoption, chastity, post-abortion stress, sanctity of life, and fetal development.