



Department of Health & Human Services

VOLUNTEER POSITION DESCRIPTION

Administrative Assistant Volunteer:

The Position: The Sacramento County Child Protective Services Program needs volunteers to assist in various bureaus such as Dependency, Court Services and Kinship units performing clerical functions. Assignments include filing, pulling and purging closed files, closing out files in database, putting together program information folders, attending reception desk, etc.

Location: 3331 Power Inn Road, Sacramento, CA 95826

Hours: Monday through Friday between 9:00 a.m. to 4:00 p.m. Schedule is flexible but must be able to commit to 3-4 months duration.

Minimum

Qualifications: Must be 18 years of age or older. It's great for retired individuals who just want to give their time to help or individual who want to build work experience. All volunteers must pass a criminal background screening. The volunteer should enjoy working independently in an office environment. Attention to details and good organization skills will be helpful.

Benefits: Gain work experience or school credits, support foster children, provide a community service, work in a professional and team environment. Learn about Child Protective Services in Sacramento County. A performance evaluation and/or reference can be made available upon satisfactory completion of the assignment.

To Apply: Send résumé to e-mail address: EdelmanT@SacCounty.net or contact the Volunteer Services Office at 875-2027 regarding availabilities.

Questions? Tonja Edelman, Volunteer and Student Intern Services Coordinator at (916) 875-2027.