

Navarro County Children's Advocacy Center Volunteer Opportunities

Children's Receiving Volunteer

- ★ Greet the child victims and families.
- ★ Familiarize the families with the Center and have them complete the necessary paperwork.
- ★ Do hands-on projects with the children. Organize and conduct age appropriate arts & crafts in the waiting area/playroom.
- ★ Offer snacks and/or juice for the children. Help the child select a stuffed animal from "Teddy Bear Alley".
- ★ Straighten the waiting area/playroom in preparation for the next visitor, and other duties as assigned.

Clerical Volunteer

- ★ Assist staff and team members with daily clerical, secretarial and receptionist duties.
- ★ Greet and meet Center visitors and/or clients, assist clients with paperwork, answer telephone, take messages, and route phone calls.
- ★ Shred confidential documents, computer data entry and/or word processing, run errands, watch children in waiting area/playroom while parents are interviewed, and other duties as assigned.

Fund-raising Volunteer

- ★ Work with a committee of board members and community volunteers to plan and execute fund-raising activities including an annual drive, special events, and other duties as assigned.

Public Relations Volunteer

- ★ Work with a committee of board members and community volunteers to plan and execute public relations/awareness campaigns.
- ★ Public speaking, soliciting of stuffed animals for "Teddy Bear Alley," community wide public awareness such as PSA production, television series, working with the media, working with CISD, and other duties as assigned.

Child Protective Specialist Volunteer

- ★ Assist the CPS Specialist, through the Children's Advocacy Center, with selected child abuse cases.
- ★ Observing interviews and taking notes.
- ★ Locate resources for clients such as parenting classes, dental care, low cost clinic, free clothing, pro bono attorneys.
- ★ Communicate with clients during the investigation process, and other duties as assigned by the CPS case worker. *CPS must give approval to have a volunteer assigned to the case worker.

Law Enforcement Volunteer

- ★ Assist the Corsicana Police Department Detective and the Navarro County Sheriff's Office Detective, through the Children's Advocacy Center, with selected child abuse cases.
- ★ Prepare case files, greet families and help with paperwork.
- ★ Serve as a liaison between victim's family and detective, and other duties as assigned by the detectives.
* Each law enforcement agency must give approval to have a volunteer assigned to the investigator/detective.

Creative Projects Volunteer

- ★ Maintain CAC scrapbook
- ★ Work on child artwork projects. This volunteer would assist the executive director in identifying artwork to be framed and giving as gifts to our donors in the community.
- ★ Maintain decorations in the waiting area. The CAC tries to keep the Center decorated for each holiday, just as an elementary school would. (This keeps the Center child friendly). This would include purchasing decorations and /or supplies and being responsible for putting them in the waiting area.

The CAC is always open to additional volunteer opportunity suggestions.