



Volunteering, Outside the Wall

Volunteer Fair Organizer

- ⤴ Organize a volunteer fair once a year where representatives from our various programs either make a presentation or display information on their program at a table. Advertise in local church bulletins.

Volunteer appreciation event organizer

- ⤴ Organize a gathering for volunteers to bring people together and recognize their contributions.

Publicity Coordinator

- ⤴ Write one or more articles per year on CPO work to be published in local newspapers.
- ⤴ Have the articles approved by the Department of Corrections.

Newsletter Editor-in-chief

- ⤴ Work with the Executive Director and Administrative Assistant to publish and mail two newsletters per year (Fall and Spring).
- ⤴ Request and collect articles and photos from members.
- ⤴ Develop fund-raising or other inserts.
- ⤴ Oversee layout and editing.
- ⤴ Deliver final newsletter to printer.
- ⤴ Coordinate purchase of stamps, seals, remittance envelopes, mailing labels with Administrative Assistant.

CPO Photographer

- ⤴ Take photos at CPO events for use in the newsletter, website, and other publicity.
- ⤴ Arrange to take photos of volunteers and other projects

CPO Web Content Editor

- ⤴ Gather content for the website and coordinate changes with the CPO Webmaster.

CPO Webmaster (technical)

- ⤴ Maintain Website (Wordpress).